



# 37<sup>th</sup> Annual Wine Country Harvest Festival • September 28– 30, 2018

Festival Hours: Friday: 4 PM – 9 PM • Saturday: 11 AM – 9 PM • Sunday: 11 AM – 4 PM

More festival information available at: [www.nechamber.org](http://www.nechamber.org)

## NONPROFIT EXHIBITOR APPLICATION

ORGANIZATION NAME \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_ EMAIL \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_ CELL of person manning the tent (\_\_\_\_) \_\_\_\_\_

EMERGENCY PHONE(\_\_\_\_) \_\_\_\_\_

### DESCRIPTION OF PROPOSED BOOTH, DISPLAY OR ACTIVITY:

\_\_\_\_\_

### PRICING

10' x 10' Exhibitor Space	Gibson Park/Gravel Pit Park
	\$75

### PARK DESCRIPTIONS

<b>Gibson Park</b>	Downtown – juried handcrafted items & artisans, food vendors, wine tents, stage, <b>no admission</b>
<b>Gravel Pit Park</b>	1.5 miles west of town – non-juried vendors, food vendors, stage, wine tents

Number of spaces needed: \_\_\_\_\_ Price of each space: \$ \_\_\_\_\_ Total Remitted: \$ \_\_\_\_\_

*Space locations and space numbers are NOT guaranteed at any time even if you have noted it on your application. Maps and space locations will NOT be given in advance. You must set up in the space marked on the map upon arrival without disagreement or leave the premises.*

I hereby agree to abide by the rules set forth on the enclosed information sheet. **I understand that, if I fail to comply with the rules of the festival, I may be asked to leave and that booth space rental is non-refundable.** I understand that, if my vehicle is parked illegally or if I fail to display my Exhibitor Parking placard in my vehicle, my vehicle will be ticketed and towed. I hereby relieve the North East Area Chamber of Commerce and its agents and/or the Borough and Township of North East from any responsibility for damage, theft, or injury to myself, my agents, or property during the Wine Country Harvest Festival.

**The North East Chamber of Commerce reserves the right to determine suitability. If you are asked to leave, you will forfeit your space rental charge.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Please return this form along with payment to:

North East Area Chamber of Commerce  
44 W. Main Street  
North East, PA 16428

IF PAYING BY CREDIT CARD: \_\_\_\_\_ / \_\_\_\_\_ (circle one) **VISA MC DISCOVER**  
Card Number Exp. Date Security Code \*We do not accept American Express

**ABSOLUTELY NO APPLICATIONS WILL BE ACCEPTED AFTER SEPTEMBER 14, 2018**

**The Chamber reserves the right to determine suitability of any and all exhibitors at special events falling under the auspices of the North East Area Chamber of Commerce.**

*To be accepted as an exhibitor, a **nonprofit organization** must have a viable & physical presence in the North East Community. The North East Area Chamber of Commerce will determine the suitability of the non-profit organization and will place you in the appropriate park. Assigned spaces cannot be moved. The Chamber also reserves the right to limit the number of nonprofit organizations granted exhibition space at events based on available display locations and budgetary constraints on a first-come, first-served basis.*

**PLEASE READ THE FESTIVAL POLICIES ON THE FOLLOWING PAGE**

Applications are accepted on a first-come, first-served basis. A confirmation e-mail will be sent once we have received your application. We will contact you immediately if we are unable to accommodate you. You will be notified of your booth upon arrival at the festival. You will receive a vendor packet containing wristbands and parking passes one week prior to the festival.

**YOUR ASSIGNED SPACE NUMBER IS FINAL. NO REFUNDS WILL BE MADE AFTER AUGUST 1, 2018.**

To contact the WineFest Committee, call 814-725-4262 or e-mail [holly@nechamber.org](mailto:holly@nechamber.org).

#### **ASSIGNMENT OF EXHIBIT SPACE:**

Space will be assigned with due consideration to an Exhibitor's preference **based upon date of receipt of application & payment**. Specific space locations and/or exhibitor requests cannot be guaranteed. All requests for specific space and/or special requests are subject to review and approval by the WineFest Committee.

#### **BOOTH DIMENSIONS AND DESIGN:**

Booth size will be 10' x 10'. If you take up more space than that – in width or depth – you will be charged for additional space. Space reservations are for space only. Tents, tables & chairs are not provided. Exhibitor is responsible for own signage. All exhibits must be freestanding. No bolts, screws, hooks or nails shall be driven into buildings, trees, sidewalks or pavement.

#### **GIBSON PARK EXHIBITOR REQUIREMENTS:**

The WineFest Committee reserves right of refusal to any exhibitor regardless of past participation. Please provide website or Facebook address where images and/or samples of your organizations works can be viewed. You may also email images to [holly@nechamber.org](mailto:holly@nechamber.org). If digital images are not available, please submit **color** photos of your work. Photos will not be returned.

#### **LIABILITY AND INSURANCE:**

If insurance is desired, it must be placed by the Exhibitor. Exhibitors are advised to see that their regular company insurance includes extra territorial coverage, and that they have their own theft, public liability and property damage insurance. Neither the sponsors, the employees thereof, nor their representatives, nor any employee of the North East Area Chamber of Commerce will be responsible for injury, loss, or damage that may occur to the Exhibitor, the Exhibitor's employees or property from any cause whatsoever prior, during or subsequent to the period covered by the contract. Furthermore, the Exhibitor, upon signing this contract, expressly releases the sponsors, North East Area Chamber, its employees and representatives from, and agrees to indemnify same against any and all claims for such damages or injuries.

Any exhibitor supplying a product or service that could be deemed potentially hazardous must provide proof of general liability coverage (minimum \$300,000 per occurrence) and the North East Area Chamber of Commerce must be listed as an additional insured. Exhibitors who are required to provide proof of liability insurance include, but are not restricted to, exhibitors that provide edible products or other potentially hazardous goods or vendors that operate petting zoos, children's rides, or other potentially hazardous services.

#### **ELECTRICITY:**

Electricity is included in the price of your space. You must provide your own electric cord(s) and lighting.

#### **EXHIBIT SPACE SET-UP AND CARE:**

Set-up time is prior to 2:00 pm Friday. Vehicle access to the parks will be limited after 2:00 pm.

All tents are required to have at least a 5 lb ABC-type fire extinguisher. Tables, chairs, canopies, extension cords, etc. are the responsibility of the exhibitor. Fire-retardant materials are preferred.

Sidewalks and walkways **MUST** be kept clear. All exhibitor products and materials must be stored and maintained within booth space allotted. Trash must be placed in dumpsters at the close of each day. Large items, such as packaging and/or boxes, must be broken down.

#### **FESTIVAL HOURS:**

Your booth must be open all three days of the festival during regular festival hours. **If you close or break down early, you will not be invited to return the following year.**

#### **TRAFFIC AND PARKING:**

Traffic and parking patterns will change to accommodate various events during the festival. It is your responsibility to be aware of traffic and parking restrictions. **If vehicles are found in no parking zones or on festival grounds, they will be towed immediately at the owners expense.**

Exhibitor Parking placards must be displayed on vehicle dashboard at all times. **Illegally parked or unidentified vehicles will be ticketed and towed.** The areas around the parks are for **LOADING AND UNLOADING ONLY.**

#### **HEALTH AND TAX DOCUMENTATION:**

Be aware that the PA Dept. of Revenue and Erie Co. Dept. of Health will be on site during the festival to check for Sales Tax ID and food handler permits. If you sell any type of food or beverage product, you will be required by PA law to hold a Temporary License. Licenses are issued on site, subject to inspection by an Erie Co. Dept. of Health official and receipt of \$30 licensing fee, payable to the Erie Co. Dept. of Health at the time of inspection.

#### **REASSIGNMENT OF SPACE:**

Exhibitors may not permit other companies to use their space, or any part thereof, without express written permission of the WineFest Committee

#### **CANCELLATION POLICY:**

WineFest 2018 will take place rain or shine. NO refunds will be issued due to weather. Should an Exhibitor find it necessary to cancel his/her space, written notice must be sent **before Aug. 1, 2018** in order to receive a refund. Refunds are issued at the sole discretion of the WineFest Committee. Cancellations received after Aug. 1 will not receive a refund of the Exhibitor's fee.

#### **AMENDMENTS:**

The North East Area Chamber of Commerce and the WineFest Committee shall have full power to interpret or amend these rules. In the event that these stated policies do not appear to cover a specific situation(s), the North East Chamber reserves the right to make such rulings as may be in the best interests of the festival, and the Exhibitor agrees to abide by such rulings.

**PLEASE NOTE: Pets are prohibited in Gravel Pit Park. Pets in Gibson Park must be on a leash at all times.**