



# Middletown Uncorked

A Wine Tasting & Craft Festival

Saturday, September 1, 2012

## FOOD VENDOR REGISTRATION FORM

All vendors must register **NO LATER THAN July 15, 2012.**

**Business Name:**

*(if applicable)*

**Contact Name:**

**Address:**

**City, ST, Zip:**

**Main Phone:**

**Cell Phone:**

**E-mail:**

**Website:**

**Type of food:** *(full menus required—you may attach your menu to the registration form or add below)*

### SET-UP INFORMATION:

Type of Set-up: \_\_\_\_\_ Tent      \_\_\_\_\_ Trailer ~ length to include open awnings and trailer hitch

We wish to reserve \_\_\_\_\_ 10' X 10' vendor space(s) at \$25 per space.

I will also need addition space, measuring \_\_\_\_\_, for an additional \$15.

Generator Use: \_\_\_\_\_ Yes, we will be using a generator      \_\_\_\_\_ No, we will not use a generator

Please describe the items you will be offering for sale and an estimated price range of your products:

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- Vendors are required to supply their own tent/canopy and all equipment/supplies including tables, table coverings, chairs, display materials, cash containers, ice, and other items necessary to conduct sales. The security and control of cash, receipt boxes, and contents will be the responsibility of each vendor.
- This event is held outdoors and will be held **rain or shine**. Please plan displays accordingly.
- Staking into the property's grass is **NOT** permitted, as this is a private estate/residence. Driving is **NOT** permitted on the estate grounds, except in the marked designated areas. If you have a mobile food facility (food truck, etc.) you will be assigned to a designated area (see the event site plan).
- The tent and any displays must be weighted, sturdy, safe, and clean.
- **NO WATER OR ELECTRICITY IS AVAILABLE, PLEASE PLAN ACCORDINGLY.**
- Registration fees are *not* refundable if participation is cancelled within three (3) weeks of the event date.
- Vendors are required to be in compliance with all U.S. and Virginia regulations.
- Vendors are fully responsible for protection of their property and for securing their tents and displays.
- Event staff and vendors will have neon pink wristbands with "Staff" or "Vendor" printed on them.
- Tasters will be given souvenir wine glasses when they arrive at the admissions tent.
- Collection and reporting of Virginia Sales Tax is the responsibility of the vendor and should be reported and remitted to the Commonwealth of Virginia. Those who have a pre-established monthly sales tax account need to complete and submit the ST-9 form to report sales tax. Those who do not and only attend 3 or less events per year should complete and submit the ST-50 form.
- Vendors should bring their own signage appropriate to the event table set up.
- Trash containers and trash bags will be provided by the event staff/volunteers. Vendors will be responsible for helping police the ground immediately around their vendor booths to ensure that there are no broken wine glasses or other sharp objects that could cause injury to the attending public. Vendors will also be responsible for leaving their booth space clean, with any trash placed in appropriate containers. All trash must be bagged and brought to the indicated trash areas.
- Teardown begins at 6 pm; vehicles will be allowed to reload their vehicles as quickly as possible at the end of the event and all vehicles should be off the grounds by 7:00 pm.
- Vendors are responsible for their own display in case of loss or damage.
- The Town of Middletown, 4<sup>th</sup> of July Committee, and the owners of Monte Vista are not responsible for the loss of power or other acts from Mother Nature.
- Any unruly behavior or failure to comply with the stated rules by the vendor or their assistants will mean immediate expulsion from the event and will eliminate the exhibitor from future festivals.
- Utilization of newspaper, posters, celebration brochures, and local television and radio coverage will advertise the event prior to the weekend.
- *We encourage you to promote this event to your customer base.*

### EVENT LOCATION

Monte Vista Estate  
8183 Valley Pike, Middletown, VA 22645

- **Directions from the North:** I-81 to exit 302 (Middletown); turn right onto Reliance Road. Continue on Reliance Road to Route 11/Main Street. Turn left onto Route 11/Main Street. Continue on Main Street, going through the Town of Middletown. Monte Vista is the large Victorian estate on the left-hand side; across from the Cedar Creek Battlefield and next to Stowe Woodward.
- **Directions from the South:** I-81 to exit 298 (Strasburg); turn left onto Route 11. Continue on Route 11 for approximately 3 miles. Monte Vista will be on the right-hand side; across from the Cedar Creek Battlefield and next to Stowe Woodward.
- **Parking/Unloading:** Vendors should pull in the front of the estate, along Route 11, to unload. Once you have unloaded, you should move immediately to the vendor parking area. You will be directed to your designated spot once you arrive.
- There is an event map on the website, <http://www.middletownfire.com/4thUncorked>.

<b>EVENT STAFF USE ONLY:</b>	Date Received: _____ Payment Received: _____ Vendor's Remote License Submitted: _____
	<b>FOR EVENT: Event Space #: _____ Parking Pass #: _____</b>