



2024 America's Grape Country Craft Beverage Festival

Vendor Requirements

August 3 – 4, 2024

Due Dates

Early Bird Application & Balance 3/31/24

Application & Balance 4/30/24

Permits & Certifications 7/15/24

WHEN: Saturday and Sunday – August 3 - 4, 2024 (Rain or Shine!)

WHERE: Chautauqua County Fairgrounds – Dunkirk, NY 14048

HOURS:

- Set up:** Friday 12:00 PM to 5:00 PM
OR Saturday 8:00 AM to 10:30 AM (Alcohol & Craft Vendors Only)
- Show times:** Saturday 11:00 AM to 6:00 PM
Sunday 12:00 PM to 5:00 PM
- Teardown:** Sunday 5:00 PM to 9:00 PM
**NO EARLY OR MONDAY TEARDOWN*

Kick-Off Party: Friday, August 2, 6:00 PM to 10:00 PM

After-Hours Party: Saturday, August 3, 6:00 PM to 10:00 PM

WE ASK THAT FOOD VENDORS STAY OPEN FOR BOTH THE KICK-OFF PARTY AND AFTER-HOURS PARTY

PROVIDED:

Indoor vendors

will be provided with the following:

- 10'x10' booth or 10'x20' booth
- 1 skirted 8' table (30" high)
- 2 ice tickets for the weekend
- 3 wristbands per 10' booth
- Alcohol Pick-Up Service

Outdoor vendors

will be provided with the following:

- 10'x10' or 10'x20' booth
- 2 ice tickets for the weekend
- 3 wristbands per 10' booth
- Alcohol Pick-Up Service

Food Truck vendors

will be provided with the following:

- 2 ice tickets for the weekend
- 3 wristbands per 10' space

POWER/UTILITIES: Electrical services are an additional \$30.00 for indoor booths and are included in the price for outdoor booths. Food truck vendors' electric fees will depend on usage.

Vendors are expected to bring any power strips needed to accommodate their order. Water hook-ups are available upon request.

SECURITY: After hours, Floral Hall is locked and the tent is closed off. There will also be security personnel on-site. However, you are responsible for your personal belongings. The Chautauqua County Fairgrounds and America's Grape Country Craft Beverage Festival accept no responsibility for lost or stolen property.

FIRE: You must provide a fire extinguisher at your booth.

WORKER ENTRY AND WRISTBANDS: Each vendor will receive vendor wristbands based on the size of the booth: Three (3) vendor wristbands for a 10'x10' booth and Six (6) vendor wristbands for a 10'x20' booth.

These are for WORKERS ONLY. If there are changes or additions after the entry form is submitted to us, please contact AGC staff at least one week before the event.

TASTER’S GUIDE: Vendors can place an ad in the Taster’s Guide. Pricing and size sheets will be available. All print work is required by **July 1st, 2024**, to be included in the Taster’s Guide.

CANCELLATION POLICY: 50% refund if canceled by May 1st, 2024. No refund will be given if canceled after this date.

SUB-RENTING IS NOT ALLOWED.

RETURNING VENDORS: Space is limited inside vending halls. If you would like the same space as last year, please register as early as possible. *Space is available on a first-come, first-served basis.*

LICENSES, PERMITS, & INSURANCE REQUIREMENTS FOR AGC CRAFT BEVERAGE FESTIVAL

1. Sales Tax/Use Tax Certificate:

A New York State Sales and Use Tax Certificate is also required and must be on display at your booth. *You must have a copy to set up.* Exhibitor is responsible for all sales/use tax or other direct charges, or fees levied, assessed, or charged by the US Government, as well as any state, county, city, or other taxing entity. Exhibitor is responsible to pay all sales tax on items sold at the event.

2. Certificate of Insurance Requirements:

We require insurance coverage in the amount of \$1,000,000 general aggregate and/or a combined single limit of not less than \$1,000,000 for each occurrence. The Chautauqua County Fair Association, Merritt Estate Winery, The City of Dunkirk, and America’s Grape Country Craft Beverage Festival, along with their employees, officers, board members, and volunteers in respect to America’s Grape Country Craft Beverage Festival should be named as Additional Insured on the certificate of insurance. **If you do not carry insurance, a waiver must be obtained.**

3. Workers' Compensation & Disability Insurance:

You must carry at least the minimum Workers’ Compensation Insurance and Disability Insurance required to comply with the law of the State of New York. If you do not have employees, a statement must be signed to this effect. **If you do not have employees, you must provide an exemption form.**

Forms Specific to Vendor Type Include...

Alcohol Vendor	Food Truck Vendor
<ul style="list-style-type: none">• Marketing Permit: Alcohol vendors will need to obtain the new NYS Marketing Permit. <i>You must have a copy of this permit to set up.</i>• Liquor License Alcohol vendors must present an off-premise license to sell by the bottle to go for consumption someplace other than the licensed premises.	<ul style="list-style-type: none">• Health Permit: Food Vendor agrees to operate per regulations outlined in the New York State Health Code and must be individually permitted for operation by Chautauqua County. The vendor is responsible for obtaining all necessary permits related to their operation.