



THOMAS JEFFERSON'S *Poplar Forest*

***Thomas Jefferson Wine Festival:***  
**Celebrate Thomas Jefferson's Passion for Wine!**

**Saturday, November 19, 2011**  
11:00 a.m. to 5:00 p.m.

**Artist/Craft Vendor Application**

Participation in the Thomas Jefferson Wine Festival at Poplar Forest is by invitation only. Please fill out this application and, if space is available, we will contact you to fill out a participating agreement.

Due to the size of Poplar Forest and the facilities available, we must limit the number of participating artisan vendors in the Thomas Jefferson Wine Festival. We will not accept as many vendors as we did in 2010. As the festival grows, we hope that we will be able to accommodate additional participants in the future.

**The deadline to send in applications is July 1, 2011. No phone calls please. You will be contacted by July 15<sup>th</sup> if there is space for your business to participate in this year's festival.**

**About the Festival**

In its third year, the Thomas Jefferson Wine Festival will once again present Virginia wineries, featuring the wineries of Bedford Wine Trail, to offer tastings local foods and artisans, music and entertainment. "Thomas Jefferson" will also be present to mingle with guests and talk about his love of wine and life at Poplar Forest, his retreat home. House tours of Jefferson's retreat home at Poplar Forest will take place throughout the day.

Poplar Forest is Thomas Jefferson's personal retreat home and secluded plantation. One of only two homes Thomas Jefferson designed and built for his own use, it has been designated a National Historic Landmark and has been placed on the U.S. nomination list to become a World Heritage Site.

Please complete the following information:

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*Business name*

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*Name of person completing application*

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*Telephone/Cell Phone*

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*Address*

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*City*

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*State*

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*Zip*

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*Email Address*

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Please tell us more about your business. (What festivals you have attended, your product, etc.)

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The following will be expected of participating vendors:

Poplar Forest will provide:

- A 10' x 10' space on the Poplar Forest lawn. **Vendors will need to provide their own 10' x 10' tent this year.**
- Trash receptacles
- Water
- Festival web site promotion with each name, location, phone contact and web site
- Advertisement & promotion of this event via radio, print, web site, direct mail & posters

Artist vendors should provide:

- Signed Application with \$100 participation fee
- \*New this year\* Craft vendors are asked to supply a 10' x 10' tent. You may also consider sides for your tent, depending on the weather.
- Tables for 10' x 10' space \*Rentals available
- Floor-length table coverings \*Rentals available
- Agreement to distribute this Festival's information via your email and/or mailing list
- Handcarts and staff to unload supplies (Poplar Forest unable to assist)
- All necessary equipment for transacting sales (electricity **not** provided)
- A sign and/or banner to hang to distinguish your booth
- Bags or cartons to facilitate sales

### Set Up

All vendors must be set-up no later than 10:00 a.m. on the day of the event (Saturday, November 19, 2011) and no displays can be removed until after 5:00 p.m. at the conclusion of the festival. The event will be held rain or shine. Vendors will be under tents at Poplar Forest. Portable heaters will be provided under tents, along with tent sides if weather deems that they will be necessary. You will be provided with a 10' x 10' space.

**Please mail, email or fax this form (no phone calls please) to:**

Thomas Jefferson's Poplar Forest  
P.O. Box 419  
Forest, VA 24551  
FAX (434) 525-7252  
[Amanda@ poplarforest.org](mailto:Amanda@poplarforest.org)