



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

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

Food 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 vendors in the Thomas Jefferson Wine Festival. 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 15th 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:

Business Name

Name of person completing application

Telephone/Cell Phone

Address

City

State

Zip

Email Address

Please tell us more about your business. (What festivals have you done, sample menu, etc.)

The following will be expected of participating food vendors.

Poplar Forest will provide:

- A 10x10 space
- Electrical service at 110 watts
- Trash receptacles
- Water
- Festival web site promotion with each winery/vendor/crafter name, location, phone contact and web site
- Advertisement & promotion of this event via radio, print, web site, direct mail & posters

Food vendors should provide:

- Signed Application with \$200 participation fee
- Certificate of Insurance per above instructions needed by September 15, 2011. *The Certificate will need to list the following organizations as additional insured's: The Corporation for Jefferson's Poplar Forest.*
- 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)
- Ice
- All necessary equipment for transacting sales
- A sign and/or banner to hang behind and above your booth (tent ridge is 10 feet high)
- Bags and cartons to facilitate sales
- Electrical cords

Set Up

All wine 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. Wine 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' x10' space.

A check for \$200.00 must accompany each food vendor application along with a description of all food and beverage items being sold. Vendor must adhere to all health department regulations. Electrical service will be provided (you must provide electrical cords and they must not present a safety hazard to festival attendees or to other vendors.)

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

Thomas Jefferson's Poplar Forest
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Forest, VA 24551
FAX (434) 525-7252
Amanda@poplarforest.org