



THOMAS JEFFERSON'S *Poplar Forest*

Thomas Jefferson Wine Festival:

Saturday, November 11, 2023

11:00 a.m. to 5:00 p.m.

Artist/Craft Vendor Application

Thank you for your interest in participating in the 2023 Thomas Jefferson Wine Festival! 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. The **application deadline is September 30, 2023**. Participation in the Thomas Jefferson Wine Festival at Poplar Forest is by invitation only. You will be contacted by the end of September if there is space for your business to participate in this year's festival. *This application does not guarantee your business a spot in the festival.*

About the Festival

In its 15th year, the Thomas Jefferson Wine Festival will once again present Virginia wineries, local foods, local 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 will take place throughout the day.

Please read the following information:

Poplar Forest will provide:

- A 10' x 10' space under covered, heated space (Craft vendors do **not** need to provide your own tents)
- 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 Agreement with \$150 participation fee (Will be expected after we have contacted you if space is available **DO NOT send payment with the application**)*
- 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
- All space clean up- trash and empty cartons must be thrown away before leaving

Set Up

All vendors must be set-up no later than 10:30 a.m. on the day of the event (Saturday, November 11, 2023) 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.** You will be provided with a 10' x 10' space.

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 you have attended, your product, etc.)

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

Thomas Jefferson's Poplar Forest
c/o Mary Massie
Director of Programs and Education
P.O. Box 419
Forest, VA 24551
Fax: (434) 525-7252
mary@poplarforest.org