



THOMAS JEFFERSON'S *Poplar Forest*

Thomas Jefferson Wine Festival:

Saturday, November 16, 2019

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

Food Vendor Application

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 August 31, 2019**. 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 winery to participate in this year's festival.** This application does not guarantee your business a spot in the festival.

About the Festival

In its eleventh year, the Thomas Jefferson Wine Festival will once again present Virginia wineries, featuring the wineries of the Jefferson Heritage Trail to offer tastings, 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.

Poplar Forest will provide:

- A 10x10 space
- Electrical service at 110 watts if necessary
- 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 Agreement with \$200 participation fee (*Will be expected after we have contacted you if space is available* **DO NOT send payment with the application**)
- **Certificate of Insurance per above instructions needed by November 1, 2019. The Certificate will need to list the following organizations as additional insured's: The Corporation for Jefferson's Poplar Forest.**
- Generators or other power sources if able
- 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
- Bags and cartons to facilitate sales
- Electrical cords

Set Up

All food vendors must be set-up no later than 10:30 a.m. on the day of the event (Saturday, November 16, 2019) 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.

A check for \$200.00 must accompany each food vendor agreement (will be sent to you if you are accepted) along with a description of all food and beverage items being sold. Vendor must adhere to all health department regulations. Electrical service can be provided (you must provide electrical cords and they must not present a safety hazard to festival attendees or to other vendors.) We would prefer if you would be self-sufficient in terms of electrical needs.

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.)

A Sample Menu MUST be attached to your application.

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

Thomas Jefferson's Poplar Forest
C/O Rachel Honchul
Programs and Education Coordinator
P.O. Box 419
Forest, VA 24551
FAX (434) 525-7252
rachel@poplarforest.org