



THOMAS JEFFERSON'S *Poplar Forest*

Thomas Jefferson Wine Festival:

Saturday, November 9, 2024

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

Food Vendor Application

Now in its 15th year, The Thomas Jefferson Wine Festival will once again present Virginia wineries 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. The festival typically sees a crowd size of 1,500-2,000 people depending on weather.

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, 2024**. Participation in the Thomas Jefferson Wine Festival at Poplar Forest is by invitation only, but is typically handled on a first come, first served basis so you are encouraged to turn in your application early. **You will be contacted by the end of September if your business is selected to participate in this year's festival.** This application does not guarantee your business a spot in the festival.

Poplar Forest will provide:

- A space on the lawn at Poplar Forest for your truck or tent set up
- Electrical service at 110 watts if necessary (you must provide electrical cords)
- Trash and recycling receptacles
- Wifi for transacting sales
- 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 (please send a .jpg logo you would like us to use in advertising)

Food vendors should provide:

- Upon Invitation to the Festival:
 - 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 October 31, 2024. The Certificate will need to list the following organizations as additional insured's: The Corporation for Jefferson's Poplar Forest.**
- All items needed for food service and selling:
 - Generators or other power sources if able
 - Electrical cords if use of Poplar Forest electricity is required
 - Tables for 10' x 10' space *Rentals available
 - Floor-length table coverings if desired *Rentals available
 - Handcarts and staff to unload supplies (Poplar Forest unable to assist)
 - Ice
 - Bags and cartons to facilitate sales
- Agreement to distribute this Festival's information via your email and/or mailing list

Set Up

Set up for the festival can begin at 7:30 a.m. on the day of the event (Saturday, November 9, 2024). All food vendors must be set-up no later than 10:30 a.m. 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.

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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.)

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 Mary Massie
P.O. Box 419
Forest, VA 24551
FAX (434) 525-7252
mary@poplarforest.org