



# THOMAS JEFFERSON'S *Poplar Forest*

## ***Thomas Jefferson Wine Festival***

**Saturday, November 16, 2019**

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

## **WINERY 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 8, 2019**. Participation in the Thomas Jefferson Wine Festival at Poplar Forest is by invitation only. **You will be contacted by the end of August 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 10' x15' space under covered, heated space (wineries do not need to provide your own tents)
- Trash receptacles
- Water
- Festival web site promotion with each winery's name, location, phone contact and web site
- Advertisement & promotion of this event via radio, print, web site, direct mail & posters

### **Participating wineries should provide:**

- Signed Agreement with \$300 entry fee. *(Will be expected after we have contacted you if space is available **DO NOT send fee with the application**)* \*Poplar Forest will provide a \$100 pour fee at the conclusion of the festival
- **Certificate of Insurance mailed to Poplar Forest by October 1<sup>st</sup>, 2019. The Certificate will need to list the following organizations as additional insured's: The Corporation for Jefferson's Poplar Forest.**
- Agreement to distribute this Festival's information via your email and/or mailing list
- Water pitchers
- Ice
- Containers to chill wine and buckets to carry ice
- Handcarts and staff to unload supplies (Poplar Forest unable to assist)
- Tables for 10' x 15' space \*Rentals available
- Floor-length table coverings \*Rentals available
- All necessary equipment for transacting sales (electricity is **not** provided)
- A sign and/or banner to hang behind and above your booth (tent ridge is 10 feet high)
- Wine bags and cartons to facilitate sales

### **Set Up**

All wine vendors must be set-up no later than 10:00 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.** Wine

vendors will be under tents at Poplar Forest. Portable heaters will be provided under tents, along with tent sides. You will be provided with a 10' x 15' space.

**Tasting/Sales:**

All Wineries must have an adequate number of representatives to pour samples of wines, and to sell wine by the glass, bottle, and case.

Please complete the following information:

---

*Winery or Vineyard*

---

*Name of person completing application*

---

*Telephone/Cell Phone*

---

*Address*

---

*City*

---

*State*

---

*Zip*

---

*Email Address*

**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](mailto:rachel@poplarforest.org)