



## 2010 Wine Vendor Information

Carefully read all materials as you are responsible for all of the information. Please keep this information in your booth at all times during Winefest. You are responsible for informing all employees of the information contained in this packet.

**WINEFEST HOURS:** Wine vendors must be prepared to serve patrons during the following evenings and hours for which reserved for, **regardless of weather conditions.**  
Sips & The City Friday, June 18 6-9 p.m.  
*And/Or*  
Grand Tasting Saturday, June 19 6-9 p.m.

**LOCATION:** The event will be set up outside in Nollen Plaza and inside on the first floor of Capital Square. A VIP area, serving premium wines will be set up on the second floor of Capital Square.

**BOOTH SPACE:** Each vendor is required to present a booth that represents their product in a professional, clean and appealing manner. Winefest Des Moines will supply the following:

- One 10 ft. wide x 10 ft. space
- One 5'x8' table with tablecloth and skirting
- Two bus tubs for chilling wine
- 2 Spitoons
- 2 Water pitchers
- Gallon drinking water
- 1 dump bucket ( for emptying spitoons )
- Towels

Each vendor is responsible for supplying all other elements necessary for their operation in compliance with all health and fire regulations including cooling equipment.

All materials brought in during setup must be completely removed before leaving at the end of the event. Food & Wine vendors understand Winefest Des Moines, in its sole discretion, will assign booth space to Food & Wine Vendors.

**SIGNAGE:** Winefest professionally designs all signs and banners displaying the vendor's name and table number. Vendors are encouraged to bring additional marketing materials, such as menus, business cards, catering information, matchbooks, photographs, table décor, etc.





#### LOAD-IN, LOAD-OUT & VEHICLES ON SITE:

##### Sips & The City Set-up:

- **Load-in begins** on Friday, June 18 at 3 p.m. (No Earlier)
- **Load-in ends** on Friday, June 18 at 5 p.m. (No Later)

##### Sips & The City Tear-down:

- **Load-out begins** on Friday, June 18 after 9 p.m. (No Earlier)

##### Grand Tasting Set-up:

- **Load-in begins** on Saturday, June 19 at 3 p.m. (No Earlier)
- **Load-in ends** on Saturday, June 19 at 5 p.m. (No Later)

##### Grand Tasting Tear-down:

- **Load-out begins** on Saturday, June 19 after 9 p.m. (No Earlier)

#### PARKING & LOAD-IN DIRECTIONS:

Unfortunately and as usual, parking will be challenging. There are City parking ramps next to the Savery Hotel on Grand & 4<sup>th</sup>, Walnut & 5<sup>th</sup>, and Grand & 3<sup>rd</sup>.

We will have 2 parking spaces open on Locust Street in front of Kinko's that will be reserved as drop-off spaces.

#### ON-SITE STORAGE:

There will be NO storage allowed outside or behind any vendor booth for any supplies, equipment or inventory. This will be strictly enforced to uphold the aesthetics of Winefest. We ask that you do not keep wine overnight at your booth. A temperature-controlled semi trailer will be on site for wine storage. We have overnight security at the location; however, we ask that your wine is locked up in the semi trailer overnight.

#### ELECTRICITY:

No other form of generator or electrical service other than that provided by Winefest is permitted. Winefest does not guarantee any last minute changes. All extension cords are the responsibility of the vendor and should be a minimum of 12-gauge/3 wires and 25 ft. length.

#### TRASH:

All booths are expected to keep their areas free of trash, boxes, food scraps, litter, water, etc. You are responsible for keeping your area clean. Please place all empty wine bottles into boxes. Artistic Waste Services will pick them up to be taken to the trash dumpsters immediately.

Artistic Waste Services will also empty full spit buckets.

#### PRE-EVENT MEETING

We will have a quick meeting at **5:30 each night** prior to the 6 pm start time. At this time we will give you information that will assist in making the event as seamless as possible and will give you the opportunity to ask any questions or express any concerns.

