



## 2010 Food Vendor Rules and Regulations

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:

Food vendors must be prepared to serve patrons during the following evenings and hours for which contracted for, **regardless of weather conditions.**

Sips and 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. A map with all food vendor locations will be made available prior to the event.

### 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
- Napkins
- Plates are distributed to event attendees as they enter the gate.

If you have special needs (i.e. forks), to serve our attendees, please let Winefest know upon agreement to participate. Each vendor is responsible for supplying all other elements necessary for their operation in compliance with all health and fire regulations including cooling equipment.

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All materials brought in during setup must be completely removed before leaving at the end of the event. Food 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. Vendors are encouraged to bring additional marketing materials, such as menus, business cards, catering information, matchbooks, wine lists, photographs, table décor, etc.

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

#### Sips and 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 and 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)

**Load-in Directions: to be made available at later date.**

**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 food vendor booth for any supplies, equipment or inventory. This will be strictly enforced to uphold the aesthetics of Winefest, as well as for your security. We strongly suggest you bring a two-wheeler or cart to facilitate loading & unloading.

**SITE INSPECTION:**

Food vendors are responsible for returning their vending area to its original condition. **Improper disposal of waste materials such as, disposing of grease or wastewater in a storm drain, will subject food vendor to immediate removal from participation in Winefest.**

**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 food vendor and should be a minimum of 12-gauge/3 wires and 25 ft. length. See electricity request form.**

**TRASH:**

You are not allowed to use the public trash containers for your disposal. All booths are expected to keep their areas free of trash, food scraps, litter, water, etc. You are responsible for keeping your area clean. Empty cartons and boxes must be taken to the trash dumpsters immediately after emptying.

Please contact the Winefest office at 515-244-0520 or by email at [winefest@gwestoffice.net](mailto:winefest@gwestoffice.net) with any additional questions or concerns. Thank you for your participation!

