



Chesterfield County Chamber Presents
“A Celebration of the Vine”
Wine Festival Food Vendor Regulations

- 1) Unless otherwise notified, the Chesterfield County Chamber Wine Festival will take place at the Chesterfield County Government Complex located at 9800 Government Center Parkway, Chesterfield, Virginia 23832 on Saturday, April 17, 2009 rain or shine.
- 2) The event is scheduled for 11 a.m. – 6 p.m. All vendors must staff the booth at all times during the festival. Booths may be set up on Friday afternoon (4/16) between 5 p.m. – 7 p.m. or Saturday morning beginning at 8 a.m. Booth preparation must be completed, inclusive of the removal of any vehicles, by 10:30 a.m. No vehicles are allowed on the grounds for take down prior to 6 p.m. on Saturday.
- 3) Space is limited. Application will be reviewed for acceptance by Festival vendor committee and notified of acceptance. All fees must accompany the attached registration form. **Checks should be made payable to the Chesterfield County Chamber Commerce, 9330 Iron Bridge Road, Suite B, Chesterfield, VA 23832.** If you are not accepted, your check will be returned immediately. Subletting space to another vendor is prohibited.
- 4) Food vendors are expected to furnish their own tables and chairs, display racks and any other items required for their display. The vendor participating is solely responsible for bringing any protective weather items. The Chesterfield County Chamber Wine Festival only furnishes the space. Ice will be sold at the festival for food vendors.
- 5) **Vendors must complete and return a temporary restaurant permit at the time of application.** Each vendor shall display all necessary permits required by the State of Virginia and Chesterfield County for serving the public in an event setting. Each food vendor shall be ready for an inspection on Saturday morning. **Each food vendor booth must have a currently inspected fire extinguisher with an A-10BC rating on site.** Any additional tents and awnings must be flame retardant.
- 6) Each vendor is responsible for cleaning his or her own space during the event. All trash must be bagged and brought to the dumpster. If a vendor does not clean his area there will be a \$250.00 clean up fee charged to your company by the Chesterfield Chamber. **Each vendor is required to provide a certificate of commercial general liability insurance including product and completed operations insurance covering participation in the event.**
- 7) Electricity is not available nor can it be made available. Only perimeter security guards will be provided for Friday night. The Chesterfield County Chamber of Commerce and Chesterfield County are not responsible for loss or damage to property of vendors or their associates.

- 8) Any vendor advertising signs over 8 feet must be taken down overnight in the event of inclement weather. This will help ensure your tent and the surrounding tents are not damaged during a storm. In addition, no signage/promotion, etc. may reflect the logos of alcoholic beverage other than wines sold at the Festival. You may not display items not approved for sale.
- 9) Each vendor is responsible for keeping the area in and around vendor's space neat and free from rubbish.
- 10) Pets are not allowed on the Festival grounds.
- 11) Coffee will be provided starting at 8:00 a.m. No other food will be provided.
- 12) No alcoholic beverages other than those purchased at the Festival are permitted. Any item displaying profanity or discriminatory symbols, words, etc. is strictly prohibited.
- 13) Vendor's employees or contract associates of any kind participating in booth activities must have appropriate "ID" to evidence same to show at entrance gates for admittance.
- 14) Festival tickets, wristbands and/or wineglasses are not provided to vendors or their staff. Advance tickets may also be purchased online @ www.chesterfieldchamber.com. You may purchase discounted tickets at the time of registration.
- 15) Vendors are responsible for the collection of Virginia State sales tax and maintenance of appropriate documentation for state inspection.
- 16) There will be no refunds given for spaces once you have been accepted as a participant in the Chesterfield County Chamber Wine Festival.
- 17) Perimeter security guards will be provided for Friday night, however, the Chesterfield County Chamber of Commerce and Chesterfield County Chamber Wine Festival are not responsible for loss of inventory or loss or damage to work or other property of vendors and/or participants.



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Wine Festival Miscellaneous Items

a) Should the Chesterfield County Chamber of Commerce cancel the Wine Festival for any reason, this agreement shall be null and void as of date of said cancellation, and the vendor and Chesterfield County Chamber of Commerce shall release each other from any and all further obligations whatsoever. Should the Chesterfield County Chamber of Commerce cancel the event prior to the festival date, the vendor shall be entitled to receive a full refund of the commercial booth space fee. In the event of a cancellation due to elements beyond the control of the Chesterfield County Chamber of Commerce, such as, but not limited to, inclement weather, floods, riots, insurrections, acts of government bodies and the like, no refund will be due to the vendor.

b) Upon execution of this agreement and as a part of the consideration hereof, vendor agrees to indemnify and hold the Chesterfield County Chamber of Commerce, and all of the Chesterfield County Chamber of Commerce officers, directors, sponsors, employees and agents, harmless from any and all debts, accounts, suits, cause of action, actions, proceedings, claims, liabilities, demands and judgments, which may include, but are not limited to all costs, expenses, damages and attorney's fees, arising out of, by reason of, or in connection with any act or failure to act by vendor's agents, invites, employees, representatives or servants in the activities contemplated by this agreement, in connection with the failure of any apparatus, equipment or personal property used by vendor in the activities contemplated by the agreement, or in connection with vendor participation in the Chesterfield County Chamber Wine Festival. **The vendor agrees to provide a certificate of insurance covering participation in the event with application in the amount of \$1 million.**

c) This agreement contains the entire understanding of the parties with respect to the matters contained herein. The agreement may not be modified, except by the writing signed by both parties. This agreement supersedes all prior communications or agreements, whether written or oral, relating to Chesterfield County Chamber Wine Festival.

d) Any problems encountered with festival attendees should be immediately reported to festival management.