

2012 Application for Vendors

Newport Oregon's
35th Annual

Seafood & Wine Festival

February 23, 24, 25 & 26

Thursday 6pm- 10pm

Friday 2pm-9pm

Saturday 10am-6pm

Sunday 10am-4pm

*“Swingin’ on the vine
for the 35th time”*

South Beach Marina

2320 OSU Drive, Just south of
Down Town Newport

Featuring Over 150
Food, Art & Wine Vendors

New This Year.....

Dear past participants & interested participants,

Newport's Annual Seafood & Wine Festival takes place on the picturesque Oregon Coast. This event is held in a tented venue located near the Rogue Ales Brewery at the South Beach Marina in Newport. Artists and Craftsmen will showcase a variety of fine art, sculpture, photography, pottery, and jewelry. Pacific Northwest Wineries will be pouring the finest of wines. Culinary professionals will serve cuisines of delectable delights sure to entice our palates.

The Newport Seafood & Wine Festival draws an audience of 19,000 visitors from all over the Pacific Northwest and beyond, to Newport. This event, "*The Original and Still the Best*," TM combines the perfect blend of fun and excitement.

This year we will be celebrating our 35th Festival. Traditionally the Festival has been open Friday, Saturday and Sunday. **This year we are having a "soft opening" on Thursday from 6 pm to 10pm to commemorate the 35th year.** We hope to sell up to 500 pre-purchase tickets, and in addition host our Sponsor party on the grounds, which has an average attendance of 125 people. We would anticipate the overall attendance to be about 600 to 750 people. While this is not a large crowd compared to the daily attendance over the weekend, we feel this size would be manageable from a Festival Operations standpoint. This will also allow us an opportunity to see if a Thursday opening is something to develop for future years. **Vendors set up will open on Wednesday February 22nd. Vendors will not be permitted to set up during the soft opening starting at 5pm on Thursday February 23rd, set up will continue on Friday morning February 24th.**

Your feedback is vital to us in order to make this successful for all. We are asking those of you who have participated as one of our valued vendors, and those who hope to participate at this year's event if you would commit to be set and open for the Thursday 6 pm opening should you be selected as a vendor this year.

Please return your response with your application.

YES, I WOULD BE READY FOR A THURSDAY AT 6PM (February 23rd 2012) EVENT IF SELECTED.

NO, I COULD NOT BE READY BY THAT TIME IF SELECTED.

Please also share your comments with us.

Note: Our selection process will remain the same, those who are not able to be open for Thursday will not be disqualified from our application pool. Vendor participation in the Thursday "soft opening" will not be a determining factor in vendor selection.

Sincerely,

Bobbi Price

Newport Chamber of Commerce
555 SW Coast Hwy
Newport, OR 97365
(541)265-8801
Bobbi@newportchamber.org

2012 Newport Seafood & Wine Festival

February 23,24,25 & 26, 2012

Vendor Application

The following is only an application to the 2012 Seafood & Wine Festival. There will be a contract mailed to you upon the acceptance of your application. Please read each page and return with your check or credit card number no later than **Monday October 4, 2011**. Please be sure to keep a copy for your records.

Vendor/Business Name _____

Contact Person _____

Address _____

City, State, Zip _____

Phone _____ Fax _____

E-mail _____

Exhibitor Type: _____ Food _____ Arts & Crafts _____ Information _____ Wine

This is a 21 years and over only event! This includes exhibitors, their staff and infants. In accordance with Oregon State law, **NO MINORS** are allowed on the festival grounds during hours of operation. Compliance is strictly enforced.

Craft Vendors All applicants must include pictures of crafts to be sold. With a limited number of Craft Vendors an effort will be made to minimize the duplication of products offered. Please list under products, what kind of crafts in detail you will be selling. This will help us to eliminate duplicated products.

Food Vendors Service of food at this event **requires a temporary Lincoln County Health Department License**. Food Vendors are strongly encouraged to offer multiple seafood items. Selection of applicants will be made to maximize the variety of seafood products and minimize duplication of similar products. Menus must be specific and cannot be changed without the written approval of the SWF Events Coordinator. Limited space is available in a separate cook tent, space is obtained on a first come first served basis.

Information Vendors Information Vendors are selected at the discretion of the Newport Seafood & Wine Festival Committee.

Wine Vendors: I will pour my own wine _____

I would prefer a Non-Profit organization pour for me _____

Name of Non-Profit who will be pouring for your winery _____

Would you like us to send you a list of Non-Profits willing to pour ? _____

All Wine Vendors must complete a Special Event Winery Application.

Non-Profit or Charitable Organizations (501C3) must complete a Temporary Sales License Application and proof of (501C3) status is required along with your Oregon Non-Profit registry number.

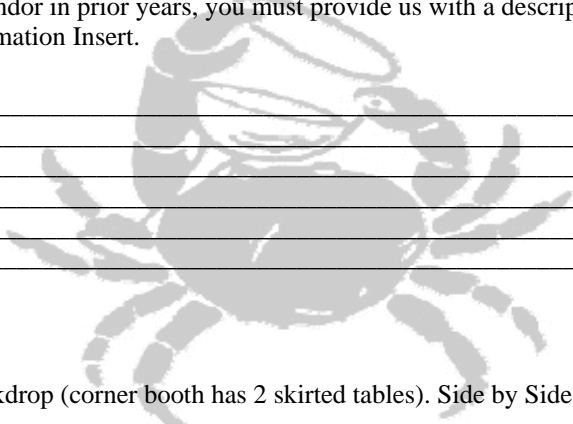
There is a \$25 City Fee that will apply for each wine vendor application, **this will be due with your contract**, upon acceptance. All persons serving wine must hold a current service permit or attend a training class that meets OLCC requirements prior to participation at the Newport Seafood & Wine Festival. **OLCC requires proof of liquor liability insurance at a minimum of \$500,000.** The total insurance coverage for wine vendors will be \$1,000,000. **Other OLCC Winery/Grower requirements must be followed to complete their application.** All servers will offer a uniform **four (4) ounce pour per glass or one (1) ounce pour per taste.** Vendors are responsible for complying with all applicable laws and regulations. **No private label wines are allowed to be sold or given away, nor are any type of wine glass holders (plastic, around-the-neck or plate) or corkscrews/pullers/bottle openers.**

Insurance

ALL Vendors: All accepted applicants MUST provide the Greater Newport Chamber of Commerce with evidence of \$500,000 minimum liability insurance coverage showing the Greater Newport Chamber as an additional insured.

Products All Vendor selections are based upon the quality of offerings for Festival-goers, consistent with the Festival's Wine, Seafood & Coastal themes. Please describe your products as specifically as possible to assist in the selection process. **Your description of the type of product served, sold, or given away must be complete and specific for your applications consideration!** Even if you have been an Vendor in prior years, you must provide us with a description of your product(s). This description will be used for the Festival Information Insert.

Please provide a description of your item(s): _____



All Vendors

What's Offered

- 10 X 10 booth with skirted table and backdrop (corner booth has 2 skirted tables). Side by Side booth is 10 X 20 and includes 2 skirted tables and backdrop.
- A Cook Tent with propane access, is located adjacent to the Festival Tent with limited space available on a first come first served basis. **No open flame or hot oil cooking (grease laden vapors) is allowed inside the Festival tent.** Hot plates, ovens, and microwaves are permitted inside. A fee Schedule for the Cook Tent will be included with the Vendor Contract if your application is accepted and noted that you would like a space in the Cook Tent.
- Electricity is available upon request. A fee schedule will accompany your contract.
- Four (4) 3-day Festival passes. Up to 6 additional passes available @ \$15.00 each. Non-profit organizations should contact the Chamber Events Coordinator regarding their volunteer lists.
- Designated Vendor Parking Area. Two (2) Vendor Parking Passes will be provided. Additional Vendor Parking Passes will be \$5.00 each (same as general parking fee).
- Complimentary Vendor Luncheon Prior to Opening on Friday

Request of Booth Type Preference (No guarantee request for booth type will be granted).

Standard Booth @ \$595 (each booth space) _____

Corner Booth @ \$750 (each booth space, limited space available) * _____

Side by Side (10 x 20) \$1195 (limited number available & does not include a corner) _____

*If you request a Corner or Side by Side and are assigned a Standard Booth, you will be refunded or credited the difference.

TOTAL _____

Greater Newport Chamber of Commerce Member Discount - \$50.00 <_____>

TOTAL DUE WITH APPLICATION _____

Cook Tent Space Needed (Limited Space Available a \$50 fee will accompany the contract for the Cook Tent.) Yes or No

If your application is not chosen, would you like us to add you to a waiting list? Yes or No

Please make check payable to "Greater Newport Chamber of Commerce" or complete the attached Credit Card Billing form

Send application and payment to: Greater Newport Chamber of Commerce Attn: Bobbi Price
555 SW Coast Hwy
Newport, OR 97365

REFUNDS/Cancellations: To receive your full refund a cancellation request must be received by the Chamber in writing within ten days after the Chamber receives your contract. There will be a 50% charge for booth cancellation by a Vendor after January 3, 2012. Vendors who cancel their booth after January 27, 2012 will not receive a refund of booth & electrical fees (other fees may be refunded).

Remember, the deadline for completed application is Monday October 4, 2010.

CONFIDENTIAL

CREDIT CARD BILLING FORM

Newport's 35th Annual Seafood and Wine Festival

Please complete this form to set-up billing your service invoices on a Credit Card.

Exhibitor/Business Name _____

Contact Person _____

Credit Card Billing Information (This must be the same as it appears on your Billing Statement)

Name _____

Address _____

City, State, Zip _____

Phone _____ Fax _____

E-mail _____

Credit Card Type: Discover Card _____ Visa _____ Master Card _____

Credit Card Number: _____

Expiration Date: _____

Authorized Amount: _____

All Newport Seafood and Wine Festival credit card sales are made through the Greater Newport Chamber of Commerce. I AUTHORIZE "Greater Newport Chamber of Commerce" To CHARGE MY ABOVE CREDIT CARD FOR SERVICES RENDERED. Your Credit Card will not be billed until your application has been selected to participate in the 2012 Seafood & Wine Festival. ***If your credit card is declined at time of application acceptance, your application will be declined.**

X _____ Date _____

Please mail, e-mail, or fax this form with your Exhibitor Application. Thank you.

Greater Newport Chamber of Commerce Attn: Bobbi Price

555 SW Coast Hwy

Newport, OR 97365

Bobbi@newportchamber.org

FAX: (541) 265-5589