



Chautauqua-Wawasee
SYRACUSE, INDIANA

Wine, Cheese & Chocolate Experience

Friday, May 27, 2016

Oakwood Resort's Event Center Syracuse, Indiana

Company Name: _____ Contact Person _____

Address: _____ City, State, Zip _____

Phone: _____ Cell: _____ Email: _____

Please list the items that you will be providing for samples, along with items that will be available for sale and price:

Will you need electricity? _____ Please explain any electrical requirements you may need. Please note that although reasonable efforts will be made to accommodate electrical power requests, Chautauqua-Wawasee and the Oakwood Resort is not required to accommodate all special electrical requests. An additional fee may apply for electrical support.

For marketing purposes, please email a copy of your logo to marlies@chqw.org

I agree to the terms and conditions listed on the Vendor Information Form ...

Signature

Printed Name

Date

Phone: 574-377-7543

Email: marlies@chqw.org

Website: www.chqw.org





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- Free 12 x 12 booth space, including table and 2 chairs (additional space would be \$50 for each 12x12 space)
 - Advertising in all promotional materials advertising event (newspapers, radio, television, social media) along with web-site advertising and Chautauqua-Wawasee brochures that will be distributed throughout Kosciusko County in Indiana, Elkhart County in Indiana, Fort Wayne area, South Bend area, Indianapolis area and Chicago, Illinois.

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- All attendees and vendors must be at least 21 years of age
 - Vendors must provide free samples of their product
 - Vendors may offer specials of their products
 - Table and 12x12 area must be manned by vendor
 - Vendors are encouraged to personalize their booth space area and are responsible for set-up and tear down
 - Vendor must be set-up and ready to distribute samples by 6:15 p.m.
 - Vendor may not charge guest for samples
 - Wine may only be sold in sealed containers for off-site consumption
 - Vendors must submit a list of their samples, products and pricing.
 - Vendors must provide samples and utensils.
 - Wine vendors to provide their own wine tasting supplies and "spill" bucket.
 - Vendors must provide their own order forms, receipts, pens, change, and credit card processing devices
 - Booths must be open and staffed from 6:30 p.m. through 9:00 p.m.
 - Management reserves the right to decline, limit or prohibit an exhibit or any part of an exhibit that is not in character of the show or that can be construed as offensive.
 - Certificate of Insurance must be received by Chautauqua-Wawasee at least fourteen (14) days prior to event.
 - A current copy of your food / liquor permit must be provided with your certificate of insurance.
 - All raffles, drawings and give-a-ways must be approved in advance and comply with all applicable laws, rules and regulations.
 - Load in times: After 3:00 p.m. on Friday, May 27, 2014, concluding by 6:00 p.m., set up by 6:15. If you need to make arrangements for an earlier time, please contact Marlies Selent-West at Chautauqua-Wawasee at least 14 days prior to the event.
 - Tear down - To begin at conclusion of the event at 9:00 p.m. on Friday and must be completed by midnight.

Contact: Marlies Selent-West, Chautauqua-Wawasee, 574-377-7594 or email marlies@chqw.org