



NAPLES GRAPE FESTIVAL SPONSOR RULES & REGULATIONS

Requirements for Sponsor Application / Participation:

1. First time accepted participating Sponsors are asked to please provide a photo/image of what your booth set-up will look like during the event.
2. On application include your specific needs and type of set-up you will be using. i.e., is this a tent or hard bodied set-up and size, electric needs, access to water (available only prior to start of show to fill display items).
3. As a Sponsor you are not allowed to sell products or goods during the event. This is only a Marketing/Advertising opportunity to show examples of your company's offerings and to collect names for mailing lists or future customers, and to share literature.
4. There will be no tolerance of representatives "hawking" attendees or disturbing neighboring vendors.

Space Specifications:

The Official Naples Grape Festival exhibitors will display on the front and back lawns of the Naples Memorial Town Hall and across the street in the driveway of the Naples Central School. All fees are for the two day event. All display items must stay within the confines of your space. No encroachments on neighboring vendors will be allowed.

Equipment:

1. Exhibitors must provide own display equipment (tents, tables/chairs, marketing products, signage, etc., including tools and extension cords and plugs), set-up and dismantle.
2. **All vendors are responsible for the removal of their own garbage.** Failure to do so may result in the refusal of that vendor to future Grape Festivals. Leave the site as you found it! There are large dumpsters located at the High School and behind the Memorial Town Hall.
3. Please be prepared for outdoor sites. Not all grounds are perfectly level. You will need to have your own materials if you need to level your set-up. Vendors placed on sidewalk / driveways must bring adequate weights. **You May Not Drive Stakes into any blacktopped surface.**

Acceptance / Decline / Wait List:

1. Letters will be sent to all vendors as to application status within 2 weeks of receipt of full application and payment package. A second mailing of additional information and space assignments will be mailed to you by August 5th.
2. All applications are accepted on a first come basis. Should your application and payment arrive after that category is filled, you will be refunded the full amount of payment.
3. We will contact you to notify you that the category of sponsorship for your arena is filled, to see if you wish to be wait listed in the event of a cancellation. Should decline wait listing we will mail you a full refund.

Payment / Fees:

1. **FULL PAYMENT MUST ACCOMPANY YOUR APPLICATION.** No post-dated checks are accepted. **ALL PAYMENTS WILL BE DEPOSITED IN FULL UPON RECEIPT OF APPLICATION.** Without full payments your application will not proceed to the jury committee and will not be considered for show acceptance. Negotiations of your check/charge payment does not indicate acceptance into the show.
2. A \$30 fee will be charged for all returned checks. Application will not be put back into system until all fees are paid in full.
3. You may also charge your payment fee to MC, VISA, Discover or American Express. The form for this process is attached to this package.
4. **Regardless of your tenure with the show, we cannot hold spots if you do not apply on time. Your “usual” spot could be reassigned to another Sponsor who has paid and applied on time.**

Registration and Set-Up:

ALL VENDORS/SPONSOR REPRESENTATIVES must report to Registration before beginning set-up. Vendors located at the Town Hall Site may set up on Friday, September 28th from 1:00pm to 7:00 pm and on Saturday, September 29th, from 7:00am – 9:30am. Vendors located at the High School parking Lot may set up on Friday, September 28th, from 5:00pm to 7:00pm and on Saturday, September 29th, from 7:00am to 9:30am. **Sponsors located in the High School parking area should plan on arriving in Town and parking along Main Street by 4:30pm to line up and be directed to space assignment. NO vehicles will be allowed in the exhibit areas during show hours of 9:30am to 5:00pm.**

Naples Central School Rule: Absolutely NO vehicles allowed on the school lawn at any time. All garbage must be removed at the end of each day. Please cooperate and be respectful. Do not throw garbage or left over foods on the ground or over fences of private property owners. Dumpsters are available for your use.

All Vendors:

NO PETS OR ANIMALS ALLOWED, accept for service animals. This includes time during set-up and take-down of vendor booths. No babysitting of pets or animals for friends or family members during the festival. You will be asked to leave if these rules are not followed and unable to participate in future Grape Festivals.

We, the Naples Grape Festival Committee, reserve the right to make a determination on any rules included herein. Members of the Festival Committee will review all vendors. Any work that does not meet with Festival standards outlined above will be excluded. Offenders will be asked to remove all property from the Festival Grounds and will not receive a refund of application fees or acceptance to future shows. All decisions will be final.