

2017 Naples Grape Festival Winery Rules & Regulations

For the 11th consecutive year the Naples Grape Festival is pleased to announce our approval as a NY State Farm Market. This designation once again allows us to invite area wineries in to the Festival to sample and sell their NY State Wine by the bottle. We are happy you have chosen to join us this year and hope to cement a partnership with your organization for many years to come.

The Town of Naples owns the land the Memorial Town Hall sits on and they have given us some stringent guidelines to follow to make the exception to laws that specifically prohibit the sale of alcohol on Town property. Our goal in addition to selling lots of wine and having lots of fun, is to be able to come back and do it all again year over year. To achieve that we must adhere to the contract we have made with the Town of Naples. This section of the document will spell out the conditions of this exception and your responsibilities which must be upheld.

- The dates for the Naples Grape Festival (Festival) are September 23rd and 24th, 2017. Each winery/micro brewery is responsible for bringing their own 10x10 tents (you may also wish to have canopies in case of rain). You may begin to come in to set up anytime Friday September 22nd, after 4:00pm or Saturday September 23rd, Morning from 7:30am - 9:30am. We will be supplying each business with a table and 2 chairs as well as 2 bags of ice per day for each winery. You are responsible for bringing your own canopy, advertising, signage, table covers, extra long extension cords, cash registers/boxes, tasting cups, legal size pourers, and any other items needed. The wine walk area will run from 10AM to 5 PM Saturday and Sunday. If you are unfamiliar with our festival, please be aware you and any of your staff who expect to be on hand for the opening shift should plan to be in the village no later than 9:30 AM. Traffic can be cumbersome on Rte. 21 after 10 AM. There is vendor parking around the block from the festival grounds. Nancy Linehan on the steps of Town Hall will have parking passes for you to place in your vehicle to park in vendor parking. Rest rooms are also available in Town Hall for vendors only and there are portables around the festival grounds. Please leave your space at the end of each day clean and empty of trash. The dumpsters are right on the street next to the wine tent. We don't have the luxury of staff available to clean up messes left behind at the end of each day or at the end of the show.
- The Wine Walk Area will be fenced off, and you will be setting up your booths within that area. The Grape Festival Committee will have responsibility for the ID proofing of age and collection of entrance monies. Each patron will be given a wrist band indicating that they have been ID and paid to enter. Designated drivers will be given a black wrist band that says VIP on it. Please do not serve designated drivers as we have not charged them an entry fee. The wine tasting is limited to the area that has been fenced. Since the shuttle bus stops at the High School on Academy Street to pick up guests returning to their cars in the parking lot, it will be easy for them to get quantities of wine to their vehicle.
- We will also be providing a wine valet service. This service will allow attendees to purchase wine by the bottle or case and leave it for later pick-up. This is a great service as it tends to get them to spend more knowing that they do not have to carry bottles or cases around with them, and also prevents those who may attempt to open bottles while still on the grounds of the festival, which is strictly forbidden. Warren Jordan is the Wine Tent Supervisor and will explain how this system works upon your arrival.
- There will be parking available around the block in vendor parking and you can store your inventory in the locked basement of the town hall which is very close to the tent. Inventory of wine may **NOT** stay in the tent overnight. This is a condition from the town. You are welcome to lock your product inside the basement of Memorial Town Hall.
- You are responsible for applying to the State Liquor Authority for your permit to taste and sell wine at the Naples Grape Festival.

- **The Town of Naples is requiring you to produce a certificate of liability insurance covering the wine tasting activities with a minimum \$1,000,000.00 coverage which names the Town of Naples as additional insured. If you have not as yet emailed to alliet@frontiernet.net this information, please do so immediately.**

The Town is adamant that we control how much alcohol any single individual can consume in the tent. **Per law it is our understanding that these samples are to be ½ oz. Please be sensible in your pouring. You don't want to over pour for expenses and we ask that you limit your samples to 2 per person so no one becomes intoxicated.** In the event you have someone who is a buyer and wants to sample more of course you may do so. Try to be aware of who is a real prospect to purchase and who is just there for a cheap high. If you don't feel you can manage your own pour ration let us know and we will provide a tasting form for you to use to insure no one is over served. Wine sales can only be by the bottle and wine ***MAY NOT*** be opened or consumed on Town or School premises and signs will be posted everywhere to reinforce this requirement. No corkscrews can be offered for sale at the wine tent or on the grounds. This should help keep the wine corked. New guests will not be allowed in the tent after 5 PM. Guests already in the tent can finish up at their leisure.

The Naples Grape Festival will provide 20 amp electric for the wine tent vendors. You will need to provide your own HEAVY DUTY extension cord to connect to electric. You will likely need up to a 150' extension cord.

Wineries MAY NOT SELL the following:

- Corkscrews or wine stoppers
- NO FOOD ITEMS includes fresh or pre-packaged
- NO MISC MERCHANDISE OF ANY KIND (i.e. t-shirts, aprons, potholders, glasses, placemats etc)
- No Buy/Sell merchandise (this includes jewelry)
- CONTACT US DIRECTLY PRIOR TO THE FESTIVAL TO DISCUSS OR GET CLARIFICATION ON ANY ADDITIONAL ITEMS YOU MAY WISH TO DISPLAY OR OFFER FOR SALE.
- Participants not adhering to these rules will be asked to take down from their display immediately. Failure to do so will be cause to not be able to return to festival participation.

Jo Anne Alliet is our vendor liaison and assistant director of the festival. Prior to the festival you should direct questions to her. You may contact Jo Anne at 585-749-2248 or via email at alliet@frontiernet.net with any questions you may have.

If you have not been to the Naples Grape Festival before-get ready for a great time. We have large crowds, great music and great food. Throw in some fine art with fine wine and we have the makings of *the* most successful of all of the regional festivals. We are so excited to have you join us this year, and are anxious to begin the party.

Thanks again for your support. We are hopeful that we will once again have a great banner year with weather, attendance and sales.

Sincerely,

Donna Nichols-Scott & Jo Anne Alliet
Executive Director Asst. Director & Vendor Liaison