

HERNDON LABOR DAY FESTIVAL



Wine & Craft Beer Tasting

WINERY RULES & REGULATIONS

The Town of Herndon Parks and Recreation Department and The Herndon Woman's Club invites you to participate in the Herndon Labor Day Festival on Monday, September 4, 2017.

The event will be held outdoors along Lynn Street in the historic district of Herndon between the hours of **11am to 5pm**.

Alcohol tastings must end at 4pm.

THIS IS A RAIN OR SHINE FESTIVAL.

You will receive notification of your acceptance by email.

INCLEMENT WEATHER POLICY

In case of inclement weather, the Festival will run as scheduled. If severe weather persists, the Festival may close for a short period and then re-open.

SET-UP

Arrival times will be staggered to facilitate traffic flow at the entrance. You will be notified of your assigned arrival time with your confirmation. Times will be final and be assigned by the Herndon Woman's Club and Town of Herndon Parks and Recreation Dept. Times will begin at 8am. It is imperative that you arrive at your designated arrival time and be ready to start at 10:45am. If you have not arrived by your assigned time and the entrances have been closed to traffic, you will have to bring in your equipment by hand truck from the parking area. You are responsible for supplying sufficient staff support to have at least two sides of the tent operating. A minimum of four staff support is required. There will be no volunteer staff from the Town of Herndon or the Herndon Woman's Club to help you pre-set or breakdown. You will also need to provide your own handcarts.

DETAILS

1. When returning completed application, vendor must furnish current evidence of insurance (Certificate of Insurance); this is a requirement prior to being accepted. The policy must carry "General Public Liability and Products Liability Insurance.
2. Each winery will be responsible for their own ABC remote license. This needs to be presented at the time of check-in. **Winery staff must adhere to all ABC regulations. NO PRE-SALES OF WINE WILL BE ALLOWED TO BE PICKED UP THE DAY OF THE FESTIVAL IN THE FESTIVAL AREA.**
3. Three eight foot tables and waste/water tanks will be provided. Wineries must provide **their own white, 10'x10' tent**, as well as table clothes and skirting. You will also need to provide your own cash box, bank for sales and be responsible for all applicable taxes.
4. The fee to be one of the select Virginia wineries represented at the event is \$200. Ice will be available for purchase at \$2 a bag (10lb) if requested on the application. Checks should be made payable to The Herndon Woman's Club.
5. Each winery will receive a flat reimbursement for tasting fees of \$100 to be received no later than 60 days after the date of the festival.
6. Wineries will be allowed to sell winery logo t-shirts and hats only within the space of the winery booth. All displays, storage and activity must be contained within designated space.
7. Participants wearing the designated color bracelet can taste or buy wine only during the festival hours. Color will be designated at a later date.
8. Winery space assignments are final decisions of the Herndon Woman's Club and Town of Herndon Parks and Recreation Department.
9. Exhibitors are responsible for their own display in case of loss or damage.
10. The Herndon Woman's Club and The Town of Herndon Parks and Recreation Department are not liable for items lost or stolen.
11. Wineries will not be permitted to break down their tent or area until 5pm.