

**11th Annual Kitsap Wine Festival
Vendor Information**

**Date of Event:** August 10, 2019

**Location:**

Harborside Fountain Park

251 1st Street

Bremerton, WA 98337

**Start Time:** 2 p.m. (VIP experience starts at 1:30 p.m.)

**End Time**: 5 p.m.

**Estimated # of Participants:** 750 – Each participant will receive a snack plate, wine glass, and 10 drink tickets.

**Directions & Event Load-In**

* Travel down Pacific Avenue toward the Bremerton Ferry Terminal
* When Pacific Avenue divides (at Second Street), stay in the far right lane (marked “Busses”)
* The wine and equipment drop off location is in front of Building 50/Puget Sound Navy Museum and the Harborside Fountain Park Entrance
* This is an Unloading Zone only; Do NOT leave your vehicle unattended
* Volunteers will be available to assist with transporting your wine and equipment to your table and to the Fountain Room for wine sales
* Restaurants and wineries are asked to off-load their food and equipment at the Harborside Fountain Park entrance and then exit to park their vehicle in the Parking Garage under Kitsap Conference Center on the red or green level
* Load-in will take place between 10:00 a.m. and 12:30 p.m. Individual arrival time assignments will be sent out approximately one week before the event.
* All vendors will be directed by Kitsap Conference Center staff for unloading
* To access the parking garage, turn left on Washington and right on Second Street
* Don’t forget to pay for parking – select “Conference Attendee” option for the $4 flat rate valid for a 10 hour time period
* After parking your vehicle, please return to the park entrance and check in at Restaurant/Winery Registration to receive your vendor lanyards
* Each restaurant/winery representative must check-in individually and all representatives must be 21 or older. Limit 2 representatives per vendor.

**Event Set Up**

Kitsap Wine Festival will provide each vendor with the following:

* Two tables with tablecloths (one in front of the other). (A couple of the restaurant stations have a large flat rock that works very well for display. In those cases, we will provide only a back table.)
* Ice and/or electricity (please communicate in advance if needed)
* Handwashing stations
* Vendor lanyards available at check-in. All representatives must be 21 or older.
* Please bring promotional materials, décor, etc. to personalize your table.
* Wineries will be provided with a clothed 8’ table which will be shared between two wineries.
* We will provide a few vendors with canopies or umbrellas, but they are not guaranteed for your booth due to our limited venue space.

**Restrooms**

* Restrooms are located to the right just after the entrance to the park. Additional restrooms can be found in Building 50.

**Event Breakdown**

* The event ends at 5:00 p.m. Please do not tear down before that time.
* Between 5:15 and 6:15 p.m., equipment will be transferred out by Kitsap Conference Center staff.
* Vendor checkout from the wine store will not be available until 5:30 p.m. No exceptions.

**Additional Winery Guidelines**

* Each winery must have 1 staff minimum at the event to pour. There is a 2-person maximum limit due to our event space capacity.
* Each winery must bring at least 2 cases of wine per type offered during the tasting portion of the event to sell at the wine store day-of. Kitsap Humane Society will provide payment to the winery for the total wholesale cost of all wine sold at the event. Wineries may choose to donate a portion of their sales to KHS.
* Wineries should maintain strict pouring standards and not exceed a standard tasting pour.

**Additional Restaurant Guidelines**

* All food vendors must provide and/or purchase a valid catering license for this event. Copies should be brought to the event day-of and emailed to Kitsap Humane Society by July 1, 2019.
* Please bring your permit and food handlers card for at least 1 staff member serving

**Security**

* We will have security onsite. If you need help or see something that needs immediate attention in this regard, please find a Kitsap Conference Center staff person (navy blue shirts with Kitsap Conference Center logo) or management to assist you.

**Questions?**

* Contact Rachel Wilson – 360-865-1025 (cell) or rwilson@kitsap-humane.org
* Or Lori Main – 360-415-1041 or lmain@kitsapconferencecenter.com
* Or Kimberly Cizek Allen – 360-621-8173 (cell) or kcizekallen@kitsap-humane.org