



Altrusa International of Salem Wine, Chocolate & More Festival

A Benefit for Women & Children in Crisis and Literacy Projects

Dear Vendor,

Altrusa International of Salem is excited to present the changes being made for the 2010 Wine Chocolate & More Festival. We are moving to the **Oregon State Fairgrounds** and expanding to **three days**. We hope each of these details will increase our customer base to benefit the Altrusa Foundation's resources and our vendors.

We would like to invite you to participate in our fourth annual Wine, Chocolate & More Festival being held in Columbia Hall at the Oregon State Fairgrounds in Salem, Oregon on June 18, 19, and 20, 2010. The Festival is geared toward wine tasting and sales, chocolate of all types, other specialty foods and unique gift items. Over the last three years, more than 2,500 people have attended and enjoyed the festival. As a result, over \$17,000 in grants and projects has been dispersed to those in need in Marion and Polk counties.

Altrusa International of Salem is a non-profit 501 (c) (3) organization. Proceeds from the event (booth rental and admissions) will be used to support programs related to domestic violence and literacy in Marion and Polk counties. Any sales from the booth belong to the vendor. However, donations to Altrusa Club of Salem Foundation for use in these programs would be greatly appreciated and donations are tax deductible. For more information about Altrusa and information on our event, check out the Website at www.winechocolateandmore.com.

Please submit your application as soon as possible so your application can be reviewed and juried, and your booth can be reserved for your participation. Vendor reservation and booth placement will be based on when completed applications are received.

Festival posters and flyers will be available for your use as hand-outs or in newsletters. Advertising will be extensive by several different organizations in the area, including several wine magazines, event calendars, radio etc. Vendors with Application/Registration submissions after April 1, 2010 may not be noted in festival advertising and publications.

Your participation will benefit the women and children of our communities, and contribute to your own business. Literacy is the primary community service focus of Altrusa International, but each Altrusa Club accesses the needs of their own community to determine the projects they support. Altrusa International of Salem recognizes that literacy for many is affected by the need to fight for survival. So our projects and grants provide books, and support for those seeking assistance to improve and change their life circumstances.

If you are unable to participate, would you be interested in being a sponsor? If so, call or e-mail for the benefits associated with a sponsorship. For further information, please give us a call or e-mail us at altrusaofsalem@hotmail.com.

Sincerely,

Anita Saalfeld, Event Coordinator (503) 364-9473
Patty Johnson, Vendor Coordinator (503) 551-3663

Diana Jensen Wine Vendors (503) 930-8156
Jill Dorsing Food/Chocolate Vendors (503) 931-1971
Tiffany Partridge Other Vendors (503) 930-4930

Altrusa International of Salem
P. O. Box 248
Salem, OR 97308



4th Annual - Wine, Chocolate & More Festival June 18, 19, and 20, 2010

ALTRUSA INTERNATIONAL OF SALEM

P. O. Box 248, Salem, Oregon 97308

(503) 364-9473 E-mail: altrusaofsalem@hotmail.com Website: www.winechocolateandmore.com

2010 Vendor Application - REGISTRATION

Please type or print neatly:

Business Name: _____ (as advertising should read)

Contact Name: _____

Phone: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

E-mail: _____

Type of Organization: _____ **Non-profit** _____ **For Profit**

Booth will display/sell: _____

Do you need table(s) in your booth? _____ **YES** _____ **NO**

Would you provide an item to be added to a Raffle Basket? _____ **Item:** _____

Booking Information:

(Space is limited - you will receive a confirmation letter upon receipt of this form and paid fees.)

10'x10' For-Profit booth	\$275 includes one 8' table	Fee	\$ _____
	\$25 discount if payment is received by March 15, 2010	Discount	\$ _____
10'x10' Non-Profit Booth	\$250.00 includes one 8' table	Fee	\$ _____
	\$25 discount if payment is received by March 15, 2010	Discount	\$ _____
10'x10' Corner Booth	\$325.00 includes two 8' tables	Fee	\$ _____
	\$25 discount if payment is received by March 15, 2010	Discount	\$ _____
Electricity - 1000 watts	\$65 per booth	Fee	\$ _____
How many Extra Vendor Passes -	\$5 each (two are included with booth fee)		\$ _____
Bags of ice will needed -	\$5 each (
TOTAL FEES PAID			\$ _____

Make check or money order payable to:

Altrusa International of Salem

TOTAL AMOUNT ENCLOSED _____

ALL Prospective Vendors

I have read and agree to abide by all rules and policies as shown in the Altrusa International application and the attached vendor guidelines, as well as all federal, state and local laws, codes and regulations and to cooperate with festival management. I agree to indemnify and hold harmless Altrusa International of Salem, the Oregon State Fairgrounds, and their officers, directors, employees, volunteers, representatives and agents, from and against all liability, claims, demands, losses, damages, levies or causes of action or suits of any nature whatsoever, arising out of or related to my activities at the Wine, Chocolate & More Festival. Indemnification shall include, and the above shall be entitled to recover, all reasonable attorneys' fees and costs at trial and on appeal. I agree to exercise the utmost care in the use of facilities and properties of Altrusa International of Salem and Oregon State Fairgrounds.

Vendors providing items for sale for human consumption either on or off premises: I agree to provide a certificate of general liability insurance naming Altrusa International of Salem, P. O. Box 248, Salem, OR 97308 as an additional insured. Limit to be no less than \$500,000 combined single limit and, if wine is to be served/sold by the vendor, a liquor liability policy with a limit of no less than \$500,000 must be provided as well. **Certificate needs to be received no later than May 1, 2010.** Admittance to the event will not be permitted without this certificate.

Vendor(s) Signature

Date

Vendor(s) Signature

Date



4th Annual - Wine, Chocolate & More Festival

ALTRUSA INTERNATIONAL OF SALEM

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Website: www.winechocolateandmore.com

2010 Vendor Guidelines

Altrusa International of Salem is a local non-profit organization. Proceeds from the event (booth rental and admissions) will be used to support programs related to domestic violence and literacy in Marion and Polk Counties.

Any sales from the booth belong to the vendor. However, donations to Altrusa Club of Salem Foundation for use in these programs would be greatly appreciated. Donations are tax deductible.

The Wine, Chocolate & More Festival will be held in the Columbia Hall at the Oregon State Fairgrounds in Salem, Oregon on June 18, 19, & 20, 2010. All activities will be under one roof. Public hours are: Friday June 18 - 4:00 p.m. to 8:00 p.m., Saturday June 19 - 11:00 a.m. to 8:00 p.m. and Sunday June 20 - 11:00 a.m. to 4:00 p.m.

Adequate free parking is available at the fairgrounds. Vendor set-up will take place on Friday, June 18 from 11:00 a.m. to 3:30 p.m. Vendors must be set up and ready for the public opening at 4:00 p.m. on June 18. Breakdown will take place at 4:00 p.m. on Sunday June 20; all vendors must be completely off the premises by 7:00 p.m. that evening.

Vendors are required to sell for the entire time the festival is open.

Water faucets, and garbage services are provided at no additional charge (water buckets and ice containers are not provided - bring them if needed.)

All tables will be covered and skirted prior to vendor set-up. Booths will be separated with draping. Vendors are encouraged to decorate their booths appropriately with the Festival theme (Wine, Chocolate & More).

Vendors will be provided two (2) Vendor Passes with their registration. Additional Vendor Passes can be purchased for \$5.00 each. An ATM is available on site.

Booth Information:

Fees for the booths are subject to a discount of \$25 per booth if registration **AND** payment is received by **March 15, 2010**. Fees must be submitted with the Vendor Application - Registration form.

The 10' x 10' booth space is available including one 8' table and two chairs. The Corner Booth includes two tables and two chairs with a corner location.

Electricity, if desired, is \$65 per booth. All electricity must be ordered and paid for with registration.

A \$15 returned check charge, over and above the amount of the check, is levied on all returned checks. Full refund of fees will only be made prior to May 1, 2010. A refund request must be made in writing and must be received at Altrusa International of Salem, P. O. Box 248, Salem, Oregon 97308. There will be no refunds after May 1, 2010.

General Vendor Guidelines:

No firearms may be brought onto state property. Vendors may not sell or offer any products or literature deemed offensive, or which may incite violence, crime or disorderly conduct, or promote political viewpoints.

Vendors are responsible for their children at all times. Wine vendors are responsible for checking the customer's ID before serving.

No pets are allowed inside the Vendor area except for guide dogs or other service animals used for medical reasons.

All vendors must comply with all federal, state and local regulations, laws and licensing requirements. Vendors who willfully violate Festival terms will lose their right to participate in future events at the fairgrounds. Behavior that is verbally or physically abusive, dangerous or disruptive to Festival activities will not be tolerated.

All tables will be covered and draped storage is obscured under the table. Each vendor must identify themselves in their booth with a sign or card stating their name or business name, phone number and/or address. **A vendor may sell only within their assigned space(s). Roving peddlers are not permitted. Vendors may not set up outside of their space.**

Food Vendors:

All food items must be prepared in accordance with applicable local, state and federal regulations. All pre-packaged items must be labeled in accordance with these regulations. All food-handlers must be appropriately trained and certified. All processed and baked products must be prepared in an appropriately licensed kitchen. Food vendors preparing food at the festival with proper permits are acceptable. Failure to comply with health department regulations may result in immediate booth closure. Marion County requires food vendors to obtain a temporary license. Information and forms are available at Marion County Environmental Health Department: 3180 Center St NE #2274 Salem, OR 97301, Phone: 503-588-5346. Fax: 503-566-2986. Forms and fee information is available at the website: www.co.marion.or.us\HLTPH\EHHS\rules&forms.

Alcohol Vendors:

The event is wine related - wine will be the only alcohol permitted. All wine vendors need to charge for tastings and may sell by the taste, glass, bottle, etc. Glasses are to be provided by the vendor. Altrusa will coordinate the Oregon Liquor Control Commission server permit process. Forms will be forwarded to the winery for completion and must be received by Altrusa no later than May 1, 2010 to allow sufficient time for processing. Certificates of Insurance must be provided by this time for wine vendors. Alcoholic beverages will not be served to visibly intoxicated persons or people under the age of 21 years. All open alcohol must stay in the festival area. No open alcohol is allowed on the grounds outside the Festival area or in the parking lot. It is the responsibility of the vendor to monitor the sale and serving of the alcohol.

Insurance Requirements for Food and Wine Vendors:

A certificate of general liability insurance shall be provided to Altrusa no later than May 1, 2010 with the following:

1. Limit of liability to be a minimum of \$500,000 combined single limit for vendors providing any time of food or beverage for human consumption, whether that consumption is during the festival or later. If the vendor is providing any type of food or beverage tasting, a certificate of insurance is required.
2. Vendors selling alcohol must also provide a certificate to include liquor liability in the amount of \$500,000 (both general liability and liquor liability are required of alcohol vendors.)
3. **Certificate for the above needs to show Altrusa International of Salem as an additional insured.**
Our address is P. O. Box 248, Salem, Oregon 97308.
Certificate needs to be received no later than May 1, 2010.
Admittance to the event will not be permitted without receipt of this certificate.

ALTRUSA INTERNATIONAL OF SALEM
thanks you for your participation and
wishes you success with the event!