



OFFICE USE

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Exhibitor Contract

Coastal Virginia Magazine WineFest
January 25 & 26, 2020 | Sat, Jan 25, 2020 - Noon-6 | Sun, Jan 26, 2020 - Noon-5
Virginia Beach Convention Center | 1000 19th St. Virginia Beach, VA, 23451

PLEASE PRINT CLEARLY

Business Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Contact Person: _____

Telephone: _____

Email: _____

Website: _____

Best Day/Time To Reach You: _____

Names of your exhibitor staffers for vendor passes (Limit 6 for wineries and Limit 4 for others):

APPLY ONLINE at www.CoVaWineFest.com

Send completed contract with credit card info or check made payable to Vista Graphics, Inc. att: Dawn Meehan
Email to: dawn@vgnet.com **Mail to:** VistaGraphics, Inc. 1264 Perimeter Parkway Virginia Beach, Virginia 23454
For general questions regarding exhibit space contact Sarah Storminger at 757.422.8979 ext.123 or sarah@vgnet.com
or Pam Hopkins at 757.422.8979 ext.104 or pam@vgnet.com

Addendum A

Booth Packages

Included in booth packages: Pipe and drape with 8' backs and 3' sides, skirted rectangle table(s), two chairs, vendor sign. Exhibitors may use their own tables and linens if they choose. Supply of extra tables is not guaranteed and will be given out on a first-come first-served basis.

Not included in booth packages: Electricity: **Exhibitors are responsible for the purchase of electricity.** This may be done through the Virginia Beach Convention Center on-site business center during load in day or online at www.visitvirginiabeach.com prior to day of event. See Terms and Conditions #4. Internet/WiFi: See Terms and Conditions #4

Booth Rates (includes \$10 VA Beach Community License Fee.)

Wineries (capped at 30 wineries /cideries)

- 10x10 \$575 (end cap)
- 10x20 \$825 (end cap)
- 10x30 \$895 (end cap)

All Other Vendors

- 10x10 \$475 (middle: in-between other booths)
- 10x20 \$685 (middle)
- 10x30 \$885 (middle)
- 10x10 \$575 (end cap limited availability)
- 10x20 \$825 (end cap limited availability)
- 10x30 \$895 (end cap limited availability)

Add WiFi: \$60 one device (must be paid in full at time of application)

Corporate Table Wine Sponsorship initials: _____

Wineries choosing to participate will provide 3 bottles of wine for the Corporate Table Sponsor Package. Participating wineries will receive recognition in the Jan/Feb 2020 issue of the Coastal Virginia Magazine as a corporate table wine sponsor along with additional social media coverage.

Wine may be used for giveaways and becomes a property of VistaGraphics, Inc. upon receipt.

APPLICATION/PAYMENT METHODS:

To reserve your space and optional WiFi services, exhibitors must pay in full at time of application.

Online by credit card at CoVaWineFest.com

Email completed contract with credit card info to dawn@vgnet.com

Mail completed contract with payment by check to VistaGraphics, Inc. ATTN Dawn Meehan,
1264 Perimeter Parkway Virginia Beach, Virginia 23454

CHECK

Checks should be written in the full amount and made payable to Vista Graphics, Inc. Payment and completed contract should be mailed to VistaGraphics, Inc. ATTN Dawn Meehan, 1264 Perimeter Pkwy, Virginia Beach, VA 23454

CREDIT CARD *See Attached Credit Card Authorization Form

Accepted Cards: VISA MASTER CARD **American Express Is Not Accepted**

~WINERIES ONLY -- MUST submit a Certificate of Insurance when submitting a signed contract.

~WINERIES are responsible for obtaining a Remote Permit and said permit must be posted in plain view in their booth space.

~A flat rate of \$125 will be paid by VistaGraphics, Inc. to the winery for the wine that is sampled. This is issued within two weeks after the festival.

*Print Name: _____

*Sign Name: _____ *Date: _____

By signing the above, I agree to the charges described hereon & authorize VistaGraphics, Inc. to process the above credit card for these charges. I agree to pay in full these charges in accordance with the standard policy of the company issuing the credit card. I agree to the terms & conditions and cancellation policy as stated in the contract. Under penalty of U.S. Federal Laws & the laws of the State of Virginia, I certify the foregoing is true and correct.

Addendum B

PLEASE READ CAREFULLY **Important Virginia Beach Convention Center (VBCC) NEW Rules and Regulations**

1. Food Sampling:

- Food Sampling vendors are required to submit ONLINE a food sampling application TWO WEEKS BEFORE load in to the event. Load in date is Friday, January 24. This is required to allow time for the proper approval from building management, Fire Department and Health Department.
- Applications submitted WITHIN THE TWO WEEKS will incur a \$100 fee. There will be no fee for approved food sampling vendors submitted TWO WEEKS PRIOR to load in. This is per the Convention Center rules & regulations.
- VBCC will send CoVa Event Manager, Pamela Hopkins, a list of all Food Sampling vendors who have submitted applications two weeks out. Any Food Sampling vendor submitting an application after the deadline will incur the \$100 fee and that fee will be added to our master bill. If you are one of those vendors submitting after the deadline, CoVa/Vista Graphics, Inc. will invoice you for the \$100 late fee.
- Receipt of an application does not guarantee acceptance. Any Food Sampling vendor showing up at load in without having been approved will be denied access to the event.
- Please be sure to submit your food sampling application online, in a timely manner, to avoid any late fees or risk of denial, at <https://www.visitvirginiabeach.com/convention-center/plan/catering/food-sampling-form/>

2. Cancellations/Refund Policy

- Due to the addition of the new Sports Center on site, vehicles over 18' long are restricted in the Virginia Beach Convention Center parking lots.
- Our assigned VBCC event coordinator will designate which area will be available for parking vendor vehicles. This will be decided by VBCC as we get closer to our event date and that info will be included in your vendor letter that will be sent to all participants one week prior to event.
- There is limited space on site for this parking. Other arrangements will need to be made offsite for anything above and beyond space designated.
- RV parking is never allowed on site and any over-night parking of RVs is a violation of Virginia Beach city code.

Terms and Conditions
PLEASE READ CAREFULLY

1. General Information:

- Exhibitors shall not sublet their booth space to anyone.
- VistaGraphics, Inc. does not guarantee specific volumes or levels of wine fest attendance. Exhibitor shall not be entitled to any refund, in full or in part, of any amounts paid based on actual attendance level.
- This a 21 and over event and is not conducive to strollers, toddlers and children. No one under 21 will be allowed. No exceptions.
- No pets are allowed.
- VistaGraphics, Inc. accepts no responsibility for exhibitor items left overnight.
- No outside food or drinks are allowed inside the exhibit hall per the Virginia Beach Convention Center rules and regulations.
- Exhibitors may use their own booth signs/banners.
- Pour times begin at Noon and will end 30 minutes prior to closing of event day.
- Teardown/Load out prior to event closure is strictly prohibited. This is a distraction and danger to guests and other vendors.

2. Cancellations/Refund Policy

- A 100% refund will be given with a written request received 45 days prior to event if the space can be filled from a waiting list. No refunds will be given for any request received after this time.

3. Insurance/Outside Food Sampling Application

- **Certificate of Insurance (wineries only) must be submitted with exhibitor contract at the time of application process.** Each exhibiting winery must obtain a Certificate of Insurance. Certificate of Insurance must name as loss payees VistaGraphics, Inc., Coastal Virginia WineFest, and VistaCares Foundation (address: 1264 Perimeter Parkway, Virginia Beach, VA 23454 for all three); and City of Virginia Beach, Virginia Beach Convention Center (address: 1000 19th St., Virginia Beach, VA 23451 for both) and be obtained by exhibitor at their own cost with limits of at least \$1,000,000 combined single limits and including bodily injury and property damage.
- **A FOOD SAMPLING APPLICATION (for those serving food samples) must be submitted for approval from the Food Service Provider's General Manager two (2) weeks prior to the start of the event and receive Virginia Beach Health Department approval. Submission of an application does not mean an automatic approval, so please get your application in before the 2 week prior deadline. This application must be submitted online at www.visitvirginiabeach.com/conventioncenter/food-sampling-form/ See Addendum B attached.**

4. Electricity/Internet

- Exhibitors who require electricity MUST PURCHASE through the Virginia Beach Convention Center Business Center on-site or online at www.visitvirginiabeach.com/conventioncenter/exhibitorservices Payment is required before any services are delivered to your booth. For assistance using the online ordering or if you have any questions, please contact the Business Center directly at 757-385-2189 or e-mail at VBCCretail@vbgov.com.
- Due to rising costs of internet service through Smart City/Virginia Beach Convention Center, CoVa WineFest no longer offers blanket service as part of vendor booth packages. Service may be purchased at a reduced rate of \$60 for one device for both event days.
- If you need assistance or have any problems connecting during the event, please contact Ryan McCart General Manager, Technology Services of Smart City DIRECTLY at C: 609-204-7382, O: 609-449-3446, Email: rmccart@smartcity.com or Helpdesk at (888) 243-5685.

5. Acts of God, Fire, Strikes, Terrorism, etc.

- In the event that any outside cause such as war, in or outside the United States of America, fires, strike, terrorism or Act of God such as earthquakes, or other emergency prevents the VistaGraphics, Inc./Coastal Virginia WineFest from being held, show management may retain such part of exhibitor's rental as shall be required to compensate management or the facility for expenses incurred up to the time such contingency shall have occurred.

6. Photography/Videography

- The show management may at its discretion at any time use photographs, videos, logos and testimonials of any exhibitor for VistaGraphics, Inc./Coastal Virginia Magazine WineFest's publicity use.

By signing, I have read and agree to the above terms and conditions.
Please see Addendum A for prices and payment procedures.

Sign Name: _____

Please visit CoVaWineFest.com for updates and more information.

Credit Card Payment Authorization

I/we the undersigned, authorize VistaGraphics, Inc. to charge my exhibitor space purchase, to the credit card indicated below. I understand that the processing on the amount(s) to be charged shall not take place prior to the date(s) given below.

Please print clearly

Company Name _____

Card Holder Name _____

Card Number _____



Circle One

Expiration Date ____/____/____ CVV code ____ Amount to be Charged \$ _____

Card Billing Address _____

Date(s) to be processed _____

Signature _____

Accepted by

Date

Print Name Clearly _____

Email Address _____

VistaGraphics, Inc. will take reasonable and prudent measures to protect the security of these transactions. Any concerns or questions regarding these transactions should be addressed to the Accounting Department at 757-422-8979 or fax 757-422-9092.



1264 Perimeter Parkway • Virginia Beach, VA • 23454