



Uncorked Dates & Times

Saturday, June 29, 2019. Time: 3 pm--8 pm

Vendor set up starts at 1 pm. There will be a vendor meeting at 12 noon at City Hall. This will be the opportunity for you to meet other vendors and ask any questions. As noted, you should be completely set up by 3 pm.

Vendor take down will start at 8 pm. All members should plan to be finished before 10 pm.

Advertising

In addition to the advertising arranged by Estacada Uncorked, you are encouraged to promote the festival as much as you can through your social media, websites, print advertising and radio spots that you may run around the time of the festival. Please email us a copy of your logo and photos that help promote your product and image. Send them to EstacadaUncorked@gmail.com.

Booth Space: What is Provided?

Estacada Uncorked will provide a covered 8'x15' vendor space. It will also include one 6' folding table. If you wish other tables and chairs, please bring your own. Four of the corner spaces are available for a cost of \$125. Check for availability. You are to bring any additional furnishings including chairs, linens, signage and serving supplies.

What is Not Provided

Although in past years we provided tasting tokens to patrons with paid admission, we are no longer issuing tokens at the entry gate. Pricing of tastes and pours is at your discretion and is not subsidized by Estacada Uncorked.

Do Not Open Wines Sold by the Bottle

While sales of wine are allowed by the bottle and the case, these sales are for off-site consumption only. Under no circumstances should any vendor open a bottle of wine for a patron. Sales for on-site consumption are by the taste/sample or by the glass only.

Festival Age Limit

All ages are welcome at the event. However, it is incumbent on every vendor to assure that no alcohol is served to any person who is not wearing a wrist band. A wrist band issued by the gate volunteers and alcohol monitors is the gold standard for who you may serve alcohol.

ID Checks

Although Uncorked security personnel will conduct ID checks and wrist banding for consumption of alcohol, each and every alcohol vendor is required to double check the ID of any patron that appears to be 26 or younger. A wrist band is NOT proof of age, per OLCC. Signs will be posted at the entrance to the event instructing patrons to keep their photo ID handy for spot checks.

Restaurant Health Permits

All exhibitors serving food are required to obtain a special event permit from the Clackamas County Health Department. The permit is to be posted in your booth. Contact the health department directly at www.clackamas.us/publichealth. Or call 503-742-5300.

Insurance Certificates

All exhibitors with food or beverage must provide Estacada Uncorked with a Certificate of Insurance listing the City of Estacada as a certificate holder and additional insured for the duration of the event. The certificate shall read: "*The City of Estacada, its elected officials, officers, agents, employees and volunteers are named additional insured solely with respect to their interest in the operations of the named insured for all events to which the City of Estacada requires the insured to add them as an additional insured under a written contract or agreement currently in effect, or becoming effective during the term of the insured's policy.*" Certificates must be received by **May 15, 2019**.

Liquor Liability and OLCC Permit

All exhibitors who are selling alcoholic products, whether samples or otherwise, must have liquor liability insurance listed on their certificate of insurance, and must provide Estacada Uncorked with a special event permit (SEW or SEB, for example) application or the OLCC with a check made payable to the OLCC for the appropriate fee. **DO NOT SEND APPLICATIONS AND PAYMENTS DIRECTLY TO THE OLCC.** Mail your event permit application to Estacada Uncorked, PO Box 958, Estacada OR 97023. All checks and applications will be received by May 15, 2019.

Parking

After unloading and setting up, there will be ample parking in the immediate area of the event and assistance in transferring product to your booth.

Selling Merchandise

All exhibitors are encouraged to advertise and sell business merchandise to patrons.

Patron Perks

Patrons attending the event will receive a complimentary wine glass and wine tote and a wrist band .