



Putnam County WINE & FOOD FEST[®]

SEPTEMBER 21-22, 2024

Wells Park, 98 Oak Street, Brewster, New York

PUTNAMCOUNTYWINEFEST.COM



Greenery Productions, LLC



Putnam County Wine & Food Fest Guide



Your advertising will reach a broad consumer network that is highly educated, culinary aware, and enthusiastic about the Hudson Valley!

Circulation: 6,000

Rates:

FULL PAGE

Back Cover: \$800 Inside
Front Cover: \$700 Inside
Back Cover: \$700
Page: \$600

1/2 PAGE

\$500

1/4 PAGE

\$300

AD SIZES

FULL PAGE

5" w x 7.8" h

with bleed

5.5" w x 8.5" h
plus 1/8" bleed on all
sides

1/2 PAGE

5" w x 3.8" h

1/4 PAGE

2.4" w x
3.8" h

Ad Specs

- Ads must be sent as one of these file types at the ad size: **PDF/PS** (graphics and fonts embedded), **EPS** (all fonts outlined), **TIFF**(PC format), **JPEG**
- All ads 4/4, CMYK
- We do not accept Correl, Microsoft Publisher, Word, or Free hand files
- Ads that are not in the above formats will incur design charges at a rate of \$50 per hour
- Submit ads digitally by emailing them to **journal@putnamcountywinefest.com**
- Call (845)494-4654 for more information

Advertising Deadline: August 23, 2024

Artwork Submission Deadline: September 1, 2024

I AM INTERESTED

in becoming a(n):

- Arts & Crafts
- Cider/Distillers/Winery
- Food Vendor
- Farmers/Non Profit
- Specialty Foods
- Non Alcoholic

Vendor Name: _____

Primary Contact: _____

Business Address: _____

Telephone (daytime): _____

Fax: _____

E-mail: _____

Website: _____

New York Sales Tax ID#: _____

Electricity is *not* available.

Aproximately

10x10 10x20

2-DAY WEEKEND VENDOR SPACES			
Outdoor Space Only			
available in six categories:			
Arts/Specialty Food/ Non Alcoholic		\$175	\$275
Ciders/Distillers/Wineries		\$125	\$225
Food		\$350	\$450
Farmers/Non-Profit		\$70	\$100

Farmer's for produce sales only. (i.e., frutis, vegetables, etc).
Weekend Pricing. Single day pricing available upon request

VENDORS



Make checks payable to Greenergy Productions, LLC and mail to PO Box 17, Brewster, NY 10509

Program Guide Form

(Deadline August 23, 2024)

Business Name: _____
Contact Name: _____
Mailing Address: _____
City: _____ State: _____ Zip code: _____
Business Phone #: _____
Email: _____
Website: _____
Facebook: _____
Instagram: _____ Twitter: _____

Which ad size did you choose?

- Full Page Back Cover \$800
- Full Page Inside Front Cover \$700
- Full Page Inside Back Cover \$700
- Full Page \$600
- Half Page \$500
- Quarter Page \$300

Payment: Make checks payable to: **Greenery Productions, LLC**

Mailing Information: Send Program Guide Form, with Payment to: **Greenery Productions, LLC, PO Box 17, Brewster, NY 10509**

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VENDOR TERMS & CONDITIONS

Please read and sign Vendor Guidelines/Indemnification Form

PLEASE NOTE: We encourage the use of biodegradable products, which is, no plastic, Styrofoam, or bottles. If you bring in bottles, please pour drinks into recycle cups.

Set-up Times: Saturday, September 21 8am to 10am and Sunday, September 22, 9:00am -10:00am. We reserve the right to refuse admittance to vendors arriving after 11:00am.

Tear Down: Sunday, September 22, after 5pm. Anyone tearing down before 5pm, will not be invited to future PCWFF events. Festival grounds will be closed to traffic and all vehicles will be directed to the designated vendor parking area at 10:30am on Saturday and Sunday.

Booth Specs: Outside Space Only. You must provide your own tent w/ anchors, table, chairs and business banner, water, ice, coolers, pitchers, waste bucket, table cloth, and any other decorations or supplies needed.

Commitment: Your booth must be open for business from 11:00am to 6:00pm on Saturday and 11:00am to 5:00pm on Sunday. You must clean up your booth at closing time. All trash must be placed into garbage cans located on the grounds. All empty bottles, and boxes **MUST** be placed in the recycle dumpster located on the grounds or taken with you when you leave. Garbage pans will be available on the grounds.

Power/Utilities: No Electricity.

Phone Lines: Phone lines will not be available on site. Vendors that desire to process credit card payments will be required to manually process such transactions or provide wireless processing equipment at their own cost and expense.

Cancellation Policy: \$100.00 cancellation fee applies, if you cancel after June 1st. No refunds after June 30th.

Security: Provided during FESTIVAL hours and overnight Saturday. We recommend that all valuable items be removed from the premises each night.

Permits/Licenses: Each Vendor is responsible for obtaining and maintaining all permits and other licenses required participating in the Festival.

WINERIES/DISTILLERS/BREWERIES: Festival goers (who are 21 years of age and over) will have an age-verified wristband -- different color each day -- and receive a tasting glass. A "Farm Market Status" will be in effect for the Festival, allowing you to sell (in sealed containers) by the bottle or the case, as well as "taste." Each Vendor shall submit a no fee "Winery/Farm Winery Retail Permit Application" to the New York State Liquor Authority, Division of Alcoholic Beverage Control. The Farm Market Status permit allows you to sell cider, spirits and wines. We will provide three bags of ice per day for inside tent vendors only.

FOOD, SPECIALTY FOOD AND FARMER'S MARKET VENDORS: If you are sampling or selling any food products, you will be required to obtain a food permit from the Putnam County Department of Health. A DoH representative will be on hand each day of the Fest to inspect any booths providing food. You can contact them directly at (845) 808-1390. You are responsible for removing any used cooking oil from the premises and for cleaning your area of all garbage after the event. As per local Ordinances, all food vendors cooking with electric, charcoal or gas must have a fire extinguisher (Rated 2-A: 10- B: C or better) with current inspection sticker. There is no guarantee of exclusivity in any category.

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Worker Permits: Vendors will receive 2 wristbands for 10x10 and 4 wristbands for 10x20 except Food Vendors who will receive 3 or 6 wristbands. Vendors needing additional wristbands may purchase them in advance.

Liability and Indemnity: ALL VENDORS must provide Comprehensive General Liability Insurance with policy limits of not less than \$1,000,000.00 for each occurrence and general aggregate. Ciders, spirits, and wineries must include liquor liability. VENDOR agrees to name Greenergy Productions LLC, PO Box 17, Brewster, NY 10509 as certificate holder, and the Village of Brewster, 50 Main Street, Brewster, NY 10509 and the Putnam County Wine & Food Fest, September 21-22, 2024 as “additional insured” and to provide a certificate of such coverage no later than July 30, 2024

Only Cider, Spirits, Wineries and the Beer Garden are authorized sale of alcohol.

Pets will not be permitted on the grounds. No vaping or smoking. All fees to be paid in advance with signed application. Specific booth spaces are not final and will be assigned on the order when payment is received.

Vendors will ONLY be allowed to park in their designated spaces. NO parking on festival grounds.

VENDOR should carry the statutory minimum Worker’s Compensation Insurance required to comply with The State of New York. This should be provided prior to entry to the Festival.

VENDOR must possess a valid New York State Certificate to Collect Sales & Use Tax on display at your booth during the event and on file with by July 30, 2024 if you sell products that require the collection of tax. You must provide a photocopy and it is your responsibility for payment of sales and an applicable tax. You can obtain a temporary tax certificate by calling 518-485-2889 and apply online at www.nys-opal.com.

VENDOR will indemnify and hold harmless Putnam County Wine & Food Fest property owners; Greenergy Productions, LLC, and the Village of Brewster, its officers, directors, partners, agents, members, and employees, subcontracted staff members, family members & friends assisting the festival from all claims arising from any personal injury, or personal property damage, illness or loss sustained by Vendor during the festival.

Putnam County Wine & Food Fest, property owners, Greenergy Productions, LLC, or its staff will not guarantee, nor shall they be held responsible for your sales or any electric blackout(s) which may occur during the Fest.

I have read the accompanying Guidelines, Rules, & Regulations and agree to abide by them. I further understand that the vendor fee is nonrefundable and the Festival is held rain or shine. Should legal assistance or legal action become necessary as result of Vendor's material violation of these guidelines, rules and regulations then Vendor agrees to pay all reasonable legal fees and costs incurred by the Festival in enforcing these guidelines, rules and regulations against Vendor. Such action would take place in Putnam County, New York. Please fill in the information below.

Name of Business: _____

Signed by Authorized Personnel: _____ **Date:** _____