



# Winery Information

*The Eastern Gateway to the Finger Lakes*

## Cortland Arts and Wine Festival

**Date:** Saturday, August 7, 2010

**Location:** Courthouse Park, Cortland, NY

**Hours:** Noon to 6:00 p.m. (Wine tent will open at Noon. The rest of the festival begins at 10:00 a.m.)

**Set-up Time:** 8:00 a.m. to Noon.

**Provided:** 10 x 10 space under a large tent  
1 eight foot skirted table  
Two chairs  
Some Electric available (bring your own 100 foot cord)  
(no water hook-ups are available)

Wine Pick-up Service  
Ice  
Potable Water

**Fees:** \$95.00 per booth if paid before March 1, 2010: \$115.00 per space if paid between March 1 and June 1, 2010. No reservations accepted after June 1, 2010.

**Locations:** Booth locations in the tents will be allocated at the discretion of the organizers, most likely in alphabetical order to correspond to the program book..

**Sub-renting:** Not allowed

**Trash:** A dumpster will be provided. Please remove all of your own trash.

**Security:** While the event will be patrolled, you are responsible for your own personal belongings. The Arts and Wine Festival and the Cultural Council accept no responsibility for lost or stolen property.

### Licenses/Permits/and Insurance Required

- A Farm Market Status for the Festival will be in effect which allows you to sell in sealed containers as well as taste wine. Wineries will need to obtain a no fee "Winery/Farm Winery Retail Permit Application" The Farm Market permit allows you to sell wines made of at least 75 percent New York Grapes.
- A New York State Permission to Collect Sales and Use Tax Certificate is also required and must be on display at your booth. We must have a copy of this certificate by June 1. You will not be allowed to set-up without it.
- We require insurance coverage in the amount of \$1,000,000 per occurrence of bodily injury and \$500,000 per occurrence of property damage or a \$1,000,000 combined single limit. The Cultural Council of Cortland County and the City of Cortland along with their employees, officers, board members, volunteers as respects to the Cortland Arts and Wine Festival should be named as additionally insured. A certificate indicating proof of coverage must be received from the winery before June 1, 2010.

**Worker Entry and Taster Bands:** Each winery will receive four entry badges for each booth space rented. These are for workers only. Each winery will also receive two tasters wrist bands per booth rented. Please make sure that these are issued only to persons over the age of 21 years. Badges and wrist bands will be mailed to you approximately two weeks before the event.

**Free Program:** The Festival will be distributing a free program with space devoted to each winery. In the space, the winery may have name and contact information about the winery and a one-paragraph (not to exceed 100 words) description of the winery. Also there is space for a listing of the wines that the winery will be presenting. Please have this information to us by June 1, 2008. Advertising space will be available in the program at a 10% discount to registered vendors (See separate sheet for rates).

### Required by June 1, 2010

- Signed contract
- Rental fee
- Copy of New York State Permission to Collect Sales and Use Tax Certificate
- Certificate of Insurance
- Winery information for Program
- List of the wines being presented for Program

### For further information Contact:

David Beale, Executive Director, Cultural Council of Cortland County, 607-753-7688 or 607-753-1188  
Ann Finamore, Festival Coordinator, 607-756-7617

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