



Dear Vendors,

We are touching base with you with some of the final details for the Glass City Wine Festival, Saturday, March 3, 2018, at the Seagate Convention Centre in Toledo, Ohio.

- Directions to the Seagate Convention Centre are attached.

The loading doors at the Seagate Convention Centre will open at 10:00 AM, on Friday, March 3, 2017. **Move in hours are Friday, March 2nd from 10am-6pm and Saturday, March 3rd from 8am-11am.** We require all vendors and wineries to be set up 1 hour prior to festival opening. When you arrive at the Seagate Convention Centre please go to the Summit Street entrance and come into the lobby to check in and get your credentials before unloading anything from your vehicle. From there we will direct you to the proper door to unload. The loading dock and parking is rather limited at the Seagate Center. Please be timely in your arrival to ensure that everyone has ample time to setup for the event.

Loading dock and parking instructions are also attached.

We will have a pallet of ice outside of the loading dock that you will have access to throughout the event, please see event staff if you need assistance. Four water stations will be set-up on the floor, providing water for all attendees, vendors, and wineries courtesy of Culligan Water Systems.

Each vendor receives four passes per booth size (a double booth gets 8 passes). If you would be so kind to leave your badges on your table at the end of the event, we will reuse them next year.

Each vendor will receive the following decorating items in their booth:

- Single Booth - 10'X10' booth contains (1) 8' front tables with linen and skirting, (1) waste receptacle, and (2) folding chairs (on request).
- Double Booth – 20'X10' booth contains (2) 8' front tables with linens and skirting, (2) waste receptacles, and (4) folding chairs (on request).
- Pipe and Drape is included for all.

Glass City Wine Festival
c/o Erie Promotions and Expos, Inc.
5938 Spires Drive B
Erie, PA 16509
814-790-5079

If you require hotel accommodations, we have reserved a room block at the Park Inn (connected to the Seagate Convention Centre). The room block is held under Glass City Wine Festival and the room rate is \$91/night. For reservations call (419) 241-3000. Group rates end February 23rd!!!! Or book at the following link: <https://www.parkinn.com/toledooh/hotel-deals/glass-city-wine-festival>

We are excited and looking forward to your arrival and the event! We fully expect a great turnout and are making plans to expand the audience in 2019 and rent the entire building. Your feedback pre and post event is welcome, and feel free to contact me in advance with any questions at 814-790-5079.

Warmest regards,

Mariya Moore

IMPORTANT EVENT INFORMATION

Session I	VIP Ticket Holders 12:00 Noon Arrival - 400 People	General Admission Ticket Holders – total of 1000 people 1:00 PM – 4:00 PM
4:00 PM – 5:00 PM	BREAK	
Session II	VIP Ticket Holders 5:00 PM Arrival – 400 People	General Admission Ticket Holders – total of 1000 people 6:00 – 9:00 PM

VIP Ticket Holders – each person with a VIP Ticket gets in one hour early (allowing a limited number of people more time to talk with you about your wine and shop) and will receive \$5 in Glass City Wine Festival Bucks. The VIP ticket holder can use these \$\$ as cash to purchase wine at your booth. At the conclusion of the event, we will come to your booth to collect the Glass City Wine Festival Bucks. We will tally them in front of you and fill out a form. In addition, each winery is responsible for giving us their total for glass sales. Each winery is responsible for paying Glass City Wine Festival the total amount of sales tax for those sales. We will tally up what you owe us vs. what we owe you and a check will be mailed to you within 7 business days.

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