VENDOR INFORMATION
RETURN BY JULY 1, 2017

EVENT INFORMATION

Sips & Swigs will draw a wide variety of educated adults between 21-60 years of age. Participants will come from all over Northeast Ohio. Attendance for this event is anticipated to reach 400 or more people. Proceeds from ***Sips & Swigs*** will benefit the West Side Catholic Center. For a current list of participating Breweries, visit the website at wsccenter.org/SipsandSwigs.

Date: Saturday, September 16, 2017
Location: RedSpace :: 2400 Superior Avenue, Cleveland, OH 44114
Event Time: 4-8 PM
Event Manager: Jennie Highfield, Director of Advancement, 330-835-8280 (c) JHighfield@wsccenter.org

Ticket Levels: Everyone on premise will have a wristband (including staff, volunteers, and vendors) General (includes glass, drink tickets and access to event).

VENDOR POLICIES AND PROCEDURES REMINDERS

1) Vendors unable to attend must notify ***Sips & Swigs*** Event Manager 48 hours prior to the event.
2) Security will be provided during the event and every effort will be made to keep everything/one safe.
3) Vendors must provide necessary equipment to operate.
4) Brewery Vendors must be parked in approved areas.
5) Event Manager will have limited cash on hand should there be emergent needs for change.
6) West Side Catholic Center has acquired the appropriate F-2 Permit for alcohol distribution, also all site permits and insurances required to host the event have been secured. Fire extinguishers will be on site as required.

NAME OF BUSINESS _____

MAIN CONTACT _____ PHONE _____

EMAIL _____

Vendor Representative: Each Brewery present has been asked to have a minimum of one representative present during the entire event. Their names must be on the registration list for access.

Representative(s): _____

VENDOR INFORMATION REQUIRED

Vending Time: Vendors will be given a time they can access the site to both set-up and tear-down. Vendors may **set-up** on Saturday between the hours of 9AM-2PM. Vendors must be set-up, staffed and ready to operate by 3:00PM. This allows time for the vendors to meet the volunteers assigned to pour for each brewery and provide instructions or information regarding your product. All vendors should be ready for guests by 3:45PM. Tear-down will immediately follow the event. Please allow time to remove guests from the site (we estimate this will take 15-25 minutes). Tear-down needs to be completed by 9PM. Vehicles will only be allowed inside the event area between these times.

Anticipated arrival time:_____

Rentals: Each Vendor will be provided one 8′ table, 2 chairs, dump buckets and trashcans. Should additional rental items be needed note below by deadline. Vendors are responsible for maintaining and cleaning up their booth area.

Number of additional 8′ tables _____ **Number of additional chairs** _____
Number of additional trash cans _____ **Do not need table** _____
Do not need chair(s) _____ **Do not need trash can** _____

NEED ELECTRICITY? **YES** **NO** *VENDORS ARE RESPONSIBLE FOR BRINGING EXTENSION CORDS.*

Brewery Specific Information:

Beer! This event is meant to be a beer sampling event. We want breweries to share their best, brightest, funkiest concoctions. Share information on what you will be pouring:

a. Number of names of beers represented: _____

_____

b. Beer provided in 1/6 barrel kegs or bottles: _____

c. Do you require ice? YES NO

d. Will it be delivered to site? YES NO When: Friday Saturday

e. Will representative bring and return necessary equipment? YES NO

Cost! Please provide a final invoice to the Event Manager for checks to be made available at time of delivery. If we do not have the final invoice by **Monday, August 21**, checks will be mailed.

Pourers! Each Brewery Vendor will be assigned TWO volunteers to pour the beer, unless they are bringing multiple brews. **Guest glasses will have a 3oz. pour line for pourers to use. Do you require more than TWO volunteers? YES NO**

Table Giveaways! Remember this is a great marketing event and we want our attendees to remember you! Giveaways at your station are a great take away for guests (coasters, magnets, etc.).

Signage! WSCC will have a sign at your station designating a sponsor for your Brewery.

Raffle! This is a fundraising event for the WSCC. Should you be interested in donating an item for the raffle that day, please let us know!

THANK YOU IN ADVANCE FOR YOUR PARTICIPATION!!