

Coastal Virginia WineFest Vendor Packet

EVENT DATE: February 11 & 12, 2023

HOURS: Saturday, February 11: 12pm-6pm & Sunday, February 12: 12pm-5pm

LOCATION: Virginia Beach Convention Center, 1000 19th Street, Virginia Beach, VA 23451, **HALL A**

EXPECTED ATTENDANCE: 4,000 people

GENERAL RULES: 21+ event (no exceptions)

****VENDOR MEETING ON FEBRUARY 11 AT 11:00AM AT THE STAGE****

SET-UP/LOAD IN:

- **Friday, February 10**
 - Vendor load-in from **3:00pm-7:00pm** (anytime during these hours)
 - You will have 30-minutes to unload items to your assigned booth
 - Please load in through the back loading dock **ONLY**
 - Check-in with CoVa Staff upon arrival
 - Please provide your own carts/dollies for loading in
 - Vendor booth signs will be placed on each booth to make locating the booth easier
 - All vendors must be *finished* loading in by 8:00pm
 - No parking in loading dock – please move your car to one of the many *free* parking lots after unloading
- **Saturday, February 11**
 - Vendor load-in from **7:00am-10:00am** (anytime during these hours)
 - You will have 30-minutes to unload items to your assigned booth
 - Please load in through the back loading dock **ONLY**
 - Check-in with CoVa Staff upon arrival
 - Please provide your own carts/dollies for loading in
 - Vendor booth signs will be placed on each booth to make locating the booth easier
 - **All vendors must be set-up no later than 11:00am**
 - No parking in loading dock – please move your car to one of the many *free* parking lots after unloading
- **Sunday, February 12**
 - Vendor access to Exhibit Hall A starting at **9:00am**
 - Please enter through the back loading dock **ONLY**
 - No parking in loading dock – please move your car to one of the many *free* parking lots after unloading

Upon arrival, please check in at the Coastal Virginia WineFest Table located inside the hall near the loading dock Hall A entrance at the back of the building to receive your vendor packet

- **WINERIES/CIDERIES/DISTILLERIES:** receives 6 vendor passes, 6 tasting wristbands, & 6 commemorative wine glasses (passes will allow for you & your staff to come/go through the hall during the event days) *Vendor responsible for distributing passes, wristbands, & glasses to their staff
- **SPECIALITY VENDORS:** receives 4 vendor passes, 4 tasting wristbands, & 4 commemorative wine glasses (passes will allow for you & your staff to come/go through the hall during the event days) *Vendor responsible for distributing passes, wristbands, & glasses to their staff

BREAKDOWN:

- **Sunday, February 12 from 5:00pm-8:00pm**
- Absolutely NO breakdown is permitted prior to 5:00pm. This is to ensure the safety of our guests and other vendors
- All trash MUST be disposed of properly

TASTING VS. NONTASTING WRISTBANDS:

- **Saturday:** TASTING: Blue with 'SATURDAY' printed on it. NONTASTING: Neon Yellow
- **Sunday:** TASTING: Green with 'SUNDAY' printed on it. NONTASTING: Neon Yellow
- **VIP/Reserved Table:** Guests who purchases a reserved table will wear a Gold VIP wristband
- **Beer Garden:** To purchase beer, guests must have proper Blue SATURDAY and Green SUNDAY wristband
- **NO WINE/CIDER/DISTILLERY samples/sales to guests without the proper wristband. Anyone will a NEON YELLOW wristband is prohibited from sampling. *Please make your staff aware of these colors.**

ELECTRICITY/INTERNET AVAILABILITY:

- **Electricity:** If you need electricity for your booth, this must be arranged DIRECTLY with the Virginia Beach Convention Center. This can be arranged the day of your load-in at the Virginia Beach Convention Center Business Center or in advance with the following link:
<https://www.visitvirginiabeach.com/convention-center/exhibitor-services/>
- **Wi-Fi Access:** To access the Wireless Service provided by Smart City Networks & the Virginia Beach Convention Center, contact the VBCC DIRECTLY. If you plan to use Point of Sales transactions that require internet, please purchase Wi-Fi, as hotspots are not dependable. Wi-Fi will NOT be provided for you.

ICE:

- Unless you plan on providing your own ice, ice MUST be pre-purchased through Coastal Virginia Magazine
- Cost is \$35 for 10-7lb bags
- To place your order, please email **Tracy Thompson, tracy@vgnet.com**
 - Include booth/company name
 - Quantity
 - Which Day
 - Attached credit card authorization form to place order (3% fee will be applied)
- Orders MUST be placed no later than **February 6, 2023, at 12 NOON**
- Ice will be available for pick up inside the convention center exhibit hall A beginning 1 hour before the event opens each day. The exact location for ice pick up will be communicated when you check in
- Ice will NOT be available for purchase on-site

WATER:

- Water stations for guests to drink/wash out glasses will be throughout Hall A
- There will be water available for filling/dumping purposes to the back of Hall A

BOOTHS:

- All booths include pipe and drape with 8 ft backs and 3 ft sides, skirted 6 ft table, and vendor sign.
- Feel free to bring your own tables, décor, banners, area rugs, mats, etc. for inside your booth
- Any tablecloths, tents, curtains, drapery **MUST** be flame retardant with **PROOF** of treatment
- Please bring a wastebasket/trashcan for your booth, as one **WILL NOT** be provided for you

WINE/BOTTLE CHECK AREA:

- This is for WINE/CIDER/DISTILLERY PURCHASES ONLY
- Guests who purchase wine/spirits may leave their items here and pick-up upon leaving
- The Wine Check area is in the pre-function foyer outside the entry doors. Please remind your guests that this is available when purchasing bottles
- Wine Check Tickets will be provided for you at your booth
- We will have Wine Check Volunteers with name tags/volunteer badges who will pick up purchases from your booth and take them to the Wine Check area
- **Wineries:** Are able to sell bottles of wine for immediate consumption as well as for later.
Absolutely no by-the-glass sales are permitted.
- **Distilleries:** All bottle sales must be checked through the Wine/Bottle Check process
- Wine/Bottle Check will cut off 1 hour prior to end of event (Saturday, will cut off at 5pm & Sunday, will cut off at 4pm)
****If you have any boxes that you won't be using or will not need, please let a CoVa Staff member know so we can collect & use for the Wine/Bottle Check Area****

PERMITS/FOOD FORMS:

- **Wineries/Cideries/Distilleries:** MUST have a copy of their **COI** submitted to Hayley Thomas, hayley@vgnet.com **ASAP (this was due January 6)**
- **Wineries/Distilleries:** MUST have a copy of their **ABC Farm Winery Remote Permit** submitted to Hayley Thomas, hayley@vgnet.com **no later than January 30**. This permit must be displayed in your booth.
- **Distilleries:** MUST have a copy of their **ABC Distillery Remote Permit** submitted to Hayley Thomas, hayley@vgnet.com **no later than January 30**. This permit must be displayed in your booth.
- **Vendors Serving Food Samples:** are required to submit a food form online directly to the Virginia Beach Convention Center. All food sample forms **must** be approved by the VBCC. ***You will be denied the ability to serve food samples per the VBCC staff day of the event without this prior approval.***

AWARDS:

- There will be an award for "Best Red Wine," "Best White Wine," "Best Overall Winery" and "Best Overall Distillery"
- These will be announced SUNDAY, February 12

INCLEMENT WEATHER OR ROADBLOCKS:

- We will contact vendors by way of CoVa Facebook, Website & Emails in the event of severe weather or roadblocks due to city events.

ON-SITE:

- CoVa WineFest staff will be on-site beginning at 12:00pm on Friday, 7:00am on Saturday, and 9:00am on Sunday. **Point of Contact:** Hayley Thomas, hayley@vgnet.com, (757) 418-1890

VENDOR CHECK-LIST

- Submitted my COI
- Submitted my ABC Permit
- Submitted my Food Sample Form (if needed)
- Purchased Ice (If needed)
- Purchased Electricity/Wi-Fi (if needed)
- My Product
- Coolers
- Branded Tablecloth
- Banners & Signage
- Wine/Bottle Openers
- Bar towels
- Bar mats
- Dump buckets
- Wastebasket/Trash Can for my Booth
- Additional tables for my Booth (if needed)
- Staff to help me

Vendors | Exhibitors

Load In/Load Out

- Load in/load out is only permitted through the back of the Convention Center. The Access Control Officer will allow access to the back of the building during designated times.
- When space is available, the Access Control Officer will direct you to the appropriate loading dock ramp, dock well, or interstate parking spot where you can unload/load your property.
- Once unloaded/loaded, please move your vehicle outside the gate, in general parking. Unattended vehicles parked for a substantial amount of time are subject to towing.
- At the conclusion of the event, all equipment must be removed from your area. Please clean your space of trash, papers, and boxes and dispose of them in the proper trash or recycling receptacle.

Loading Dock Rules

- Usage of power tools are strictly prohibited inside the exhibit area, and on the loading dock. Cutting, grinding, or use of a power tool must be done along the fence line, parallel to the interstate.
- Smoking and/or vaping is prohibited within 25 feet of the entrance to the building, or the loading dock at any time.

Parking

- Oversized vehicles, RVs, and campers are prohibited to park in VBCC parking lots. Vehicles in violation are subject to being ticketed or towed.
- All parking spaces are provided free of charge on a first come, first serve basis to exhibitors, attendees, and guests.
- Vendors with trailers should park in the Northern most row(s) of the parking lot on the West end of the building, parallel to the interstate. For further direction please ask the Access Control Officer.
- Parking in circle drive (front of building) or in a non-designated area is strictly prohibited and subject to being ticketed or towed.

Garbage & Waste

- Carpet and other bulk materials are to be placed in an open top waste container on the loading dock. Please do NOT throw these items away in recycling cans, hoppers, or blue open top containers.
- Trash hoppers will be staged inside the exhibit area during load in/load out for vendor usage.
- The VBCC is not responsible for emptying trash receptacles inside vendor booths.

Electric

- Electrical equipment is to be installed, operated, and maintained in a manner which does not create a hazard to life or property. All equipment must be Underwriters Laboratory (UL) listed.
- Power is limited in the pre-function area and in the Ballroom, depending on your location.
- Reference the "VBCC Electrical Guidelines" for information regarding proper/improper extension cords.

Internet

- On site internet is available for purchase (per device). Complementary WIFI can be accessed in common areas, such as in the pre-function space near concierge, but is limited.
- Please reference the "Smart City Wireless Guide" for more information.

Decorations

- Balloons are permitted but discouraged. If released inside of the VBCC, a removal fee of \$150 may be applied.
- The use, display, or throwing of rice, confetti, or glitter is prohibited. Those in non-adherence to this policy will be billed for labor and materials required for clean-up.

Food Sampling

- Exhibitors are not permitted to sell, sample, or distribute food/beverages without advance approval. Visit
- All food sampling forms must be submitted online two weeks prior to the start of the event (<https://www.visitvirginiabeach.com/convention-center/plan/catering/food-sampling-form/>) and be prepared to display sampling items for inspection prior to event start time.
- Vendors must be self-sufficient. VBCC kitchen equipment will not be available for rent or use.

Fire & Life Safety

- Open Flames/Candles are prohibited. Sternos for catering are permitted and must be away from flammable material and have a fire extinguisher at the booth.
- Drapery must be flame retardant with proof of treatment-including tablecloths, curtains, linen of any type.
- Pop-up Tents/Structures must be approved in advance, and the location identified within the building. An enclosed structure must have a working fire detector and fire extinguisher. Approval by the VBCC and the Virginia Beach Fire Marshal is required, or it will be subject to removal.
- The following items may not be used without prior written approval from the VBCC and the Fire Marshal's Office:
 - Display or storage of liquid, propane, gas (LPG)
 - Flammable or combustible liquids/gas
 - Cotton, hay, paper, straw, moss, split bamboo, wood chips, etc.
 - Welding or cutting equipment for demonstration purposes
 - Gas-fired appliances for demonstration purposes
 - Salamander heaters
 - Compressed gas cylinders

NORTH LOT 1
144 SPACES
11 ACCESSIBLE

NORTH LOT 2
208 SPACES

NORTH LOT 3
345 SPACES



VALET LOT
75 SPACES

SOUTH LOT 1
275 SPACES
24 HANDICAP

MAIN ENTRANCE

**VIRGINIA BEACH
SPORTS CENTER**

TO OCEANFRONT

I-264

Guard Shack (AGO)

Event Parking

Employee Parking

Dock A

Dock B

Dock C

Dock D

Security Office

**VIRGINIA BEACH
CONVENTION CENTER**
L I V E T H E L I F E

Ballroom

Hall A

Hall B

Hall C

Hall D

PARKS AVENUE

19TH STREET

19TH STREET



VETERANS MEMORIAL PARK

MONRODE AVENUE

MONRODE AVENUE

JEFFERSON AVENUE

18TH STREET

MONRODE AVENUE

MONRODE AVENUE



17TH STREET

If your lighting or electronic devices only have (2) prongs, these devices must be plugged into the proper permitted extension cords or directly into the outlet.

PERMITTED

NOT PERMITTED



Surge Protectors



Adapters (2 or 3 prong)



Industrial (3) Prong Cords



Damaged Cords



Daisy Chaining

All extension cords **MUST**:

Be at least 14 gauge | Be UL Listed | Have (3) Prongs



Smart City Wireless Services

Virginia Beach Convention Center



1

CONNECT

Connect to the network name (i.e., Exhibitor Internet or Instant Internet) by following your computer's procedure for choosing available wireless networks.

2

OPEN BROWSER

Open your browser (Internet Explorer, Firefox, Safari, or other browser). You should see a page resembling the graphic shown below. If you do not see the graphic shown, please refresh your browser.

3

BUY NOW

If this is your initial purchase click BUY NOW. Follow prompts to complete your purchase. Refer to service options and limitations shown to the right.

4

LOGIN

If you have already created an account and are returning for additional sessions, enter your username and password, then click LOGIN.



Wireless Options

Depending on where you are in the facility, you will see one or both of the following SSIDs (network names). Although you may see both Exhibitor and Instant Internet, they are not actually supported in all areas. These networks are supported only in the areas designated below. Choose the option which best suits your location and requirements.

Exhibitor Internet

Available throughout the entire building

*Connectivity speeds up to 1.54Mbps up/down

5 GHz wireless frequency only

1 day for \$79.99

3 day for \$227.97
5% discount

5 day for \$359.95
10% discount

Instant Internet

Available in all lobby and meeting room areas

*Connectivity speeds up to 768k up/down

1 day for \$12.95

Free Internet

Available in tower cafe and lobby areas

*Connectivity speeds up to 256k up/down

* Each purchase is limited to one device. One account cannot be shared among multiple devices simultaneously.

Questions

For questions regarding wireless services of any of the other wired internet and telephone services we provide, please call Smart City at 888-446-6911 or visit us online at www.smartcitynetworks.com