



Coastal Virginia WineFest Vendor Packet

EVENT DATE: February 10 & 11, 2024

HOURS: Saturday, February 10: 12pm-6pm & Sunday, February 11: 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 10 AT 11:00AM AT THE STAGE****

SET-UP/LOAD IN:

- **Friday, February 9**
 - Vendor load-in from **12:00pm-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 – no carts/forklift will be available.**
 - 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 10**
 - 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 – no carts/forklift will be available.**
 - 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 11**
 - Vendor access to Exhibit Hall A starting at **9:00am**
 - Make sure to have your vendor badge for entry through front doors into exhibit hall
 - No parking in loading dock – please move your car to one of the many *free* parking lots after unloading (if needed)



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 11 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
- No carts/forklift will be available for breakdown – please plan accordingly

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 **Hayley Thomas, hayley@vgnet.com**
 - Include booth/company name
 - Quantity
 - Which Day
 - Attached credit card authorization form to place order
- Orders **MUST** be placed no later than **February 5, 2024, at 12 NOON**
- You will receive ice tickets inside your vendor packet based on ice amount ordered. Ice will be available for pick up inside the Convention Center Hall A beginning 2 hours before the event opens each day. Ice pick-up will be at the back of the exhibit hall (near the loading dock). You will need your ice tickets to redeem.
- 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 (near the back bathrooms).

BOOTH FOOD DELIVERY & CATERING MENU:

- ***NEW THIS YEAR**
- The Convention Center is offering a special booth catering menu available for our vendors. You are able to place a food order and have it delivered directly to your booth.
- **Orders must be placed 1 week prior to the event**
- **Order directly with the Virginia Beach Convention Center:**
ppritch@visitvirginiabeach.com or 757-385-2009
- Booth Catering menu:
https://assets.simpleviewinc.com/simpleview/image/upload/v1/clients/virginiabeachva/vbcc_booth_menu_ef3cdd15-0add-4b58-b552-c09e313850ca.pdf

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
- If you provide a tent that is 10x20 or larger, a fire extinguisher must be available in the booth
- 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 & by-the-glass of wine for immediate consumption as well as for later.
- **Distilleries:** All bottle sales must be checked through the Wine/Bottle Check process. No full cocktails are allowed to be sold/given away. Samples are the only thing permitted & bottle sales for later consumption.
- 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 at the event and we will use in 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 5)**
- **Wineries/Distilleries:** MUST have a copy of their **ABC Farm Winery Remote Permit** submitted to Hayley Thomas, hayley@vgnet.com **no later than January 26**. 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 26**. 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. Without approval, the VBCC will deny you from handing out samples during the event.
Link to the sampling application: <https://www.visitvirginiabeach.com/convention-center/plan/catering/food-sampling-form/>

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 11



HOTELS:

- If you are looking to book a hotel in Virginia Beach for the weekend, we do have discounted room rates available for our vendors at the hotels listed on our website: <https://coastalvirginiawinefest.com/hotel-packages/>

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 any 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

EVENT MAP:





VENDOR BOOTH IDENTIFICATION

BOOTH NUMBERS ARE SUBJECT TO CHANGE. PLEASE DO NOT REQUEST FOR A DIFFERENT BOOTH LOCATION. IF BOOTH SPACES BECOME AVAILABLE ON THE DAY OF LOAD-IN, ADJUSTMENTS CAN BE MADE THEN.

757 Jerky....609	Cutco....911
All About the Beverage....802	Discovery Toys....905
Alma Sun Permanent Jewelry....414	Estate at White Hall Vineyard....918, 919
AmRhein Wine Cellars....313,315,317	Flora's Finest....314, 316
Amy's Candles....406	Foggy Bottom Woodcraft....504, 506
Back Bay Customs....409	Global Discovery Vacations....907
Beach Vodka....702	Ashley Furniture....209, 211, 213, 308, 310, 312
Big Wood Designs....613	Hill Top Distillery....704
Blue Sky Distillery....708	Homeplace Vineyard The....415, 514
Bob Langston Caricatures....307	JC Swain Enterprise / Phoenix Marketing....507
Bodacious Bazaar....906	kebaubles jewelry....212
Boho Blyss....508	Lake Anna Winery....219, 318
Bourbon Bowl Smoker The....218	Linked Permanent Jewelry....805
Bridge Apparel Co by Alliance....417	Lisa's Cornhole Bags and Quarter Boards....625
Bright Meadows Farm....319, 418	Lost at Sea....412
Castle Glen Estates Farm and Winery LLC....419,518	LuLaRoe Jennifer DeLawrence....210
Chocolate Moonshine....803, 804	L'Essentials LLC....309
Christopher Mize Studio....718, 719	Mattaponi Winery....605
Cirrus Vodka....712	Max Meadows Lavender Farm....515, 614
Cobbler Mountain Cellars....405, 407	Mermaiden Haven....617
Cocoa Creek Chocolates....516	Mondster Creations....902
Cool Innovations....607	Mr. Fix-It....913
Cross Wings Boutique....606	Mr. Rogers Windows....608



Murlarkey Distilled Spirits LLC....714	Spiritual Guidance....404
Nick B's....416	State Farm-Joe Sictor....615
NuLand Hot Stuff....408	Tarnished Truth....710, 711, 712, 713
Passanante's Home Food Services....627	The3Spinners....914
Pearmund Cellars....800, 801	Vacation and Travel Group, LLC....915
Plantation Peanuts of Wakefield Inc....215, 217	Vacation Village Resort....204, 206
Prince Michel Winery....900, 901	Vintner's Cellar Winery....903
Rebec Vineyards....509	Virago Spirits....706
Rosemond Vineyards....910	Virginia Mountain Vineyards....305
Rubina's Adornments....629	Water's Edge Winery....517, 616
Seven Venues....611	Wow Fudge and Wow Spices....214, 216
Sherrig Boutique....619, 621, 623	Zoll Vineyards....505
Soul Surf Creations....912	106.1, Sinclair Communications....208
Spinnaker Resorts....604	



VBCC VENDOR REQUIREMENTS

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

Reference: Virginia Beach Convention Center- Users Guide
WWW.VISITVIRGINIABEACH.COM





ELECTRICAL
 GUIDELINES

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