



**APPLICATION DEADLINE  
Postmarked by May 10, 2019**

Dear Food Vendor Applicant:

The Grapevine Convention & Visitors Bureau invites you to apply to participate in the 33<sup>rd</sup> Annual GrapeFest® – A Texas Wine Experience, presented by Bank of the West, to be held September 12, 13, 14 and 15, 2019.

Please follow all application instructions carefully and note that the deadline for submitting the application for GrapeFest is **May 10, 2019**. Applications postmarked by May 10, 2019 will be considered on time. Due to the volume of applicants and limited space, **we are unable to accept late applications – the deadline date is firm.**

All applicants will be notified by letter of acceptance or non-acceptance by mail and email by June 21, 2019. Checks and photos (if applicable) are returned to applicants not selected.

The following items must be completed and enclosed for the application to be considered:

- (1) **Completed Application;**
- (2) **Notarized Hold Harmless Agreement;**
- (3) **Payment (the payment will only be deposited if you are accepted);**
- (4) **Current 4x6 photos of your products and your overall display; Maximum of six photos permitted;**
- (5) **Copy of Texas Sales Tax and Use Permit (photocopies are acceptable); and**
- (6) **Completed 2018 W-9 Form.**

**Cancellation Policy:**

Cancel prior to June 12, 2019 – 100% refund

Cancel prior to July 24, 2019 – 50% refund

Cancel on or after July 24, 2019 – **No refund**

**GrapeFest is an outdoor event and there are no refunds for inclement weather.**

All cancellations must be in writing and mailed to: GrapeFest, Grapevine Convention & Visitors Bureau, 636 S. Main St., Grapevine, TX 76051 or emailed to [BFeldner@GrapevineTexasUSA.com](mailto:BFeldner@GrapevineTexasUSA.com).

**PLEASE NOTE:**

- **Incomplete applications will not be accepted.** Be certain to initial and sign all required spaces.
- Photos become the property of the Grapevine Convention & Visitors Bureau.
- Submission of application does not guarantee acceptance or placement.
- No pets are allowed on festival grounds with the exception of service/and or guide dogs.
- If accepted, more detailed information regarding load-in information instructions will be sent. Festival load-in will take place after 7:30 p.m. on Wednesday, September 11.

Contact Barry Feldner, Festivals & Events Manager, at 817-410-3126 or [BFeldner@GrapevineTexasUSA.com](mailto:BFeldner@GrapevineTexasUSA.com) with questions.

**APPLICATION DEADLINE IS MAY 10, 2019**

**33<sup>rd</sup> Annual GrapeFest® - A Texas Wine Experience  
Grapevine, Texas**

**September 12, 13, 14 and 15, 2019**

**Official Food Vendor Application  
(Please print or type)**

Company Name:	
Contact Name:	
Mailing Address:	
City, State, Zip:	
Business Phone:	Cell Phone:
Phone Number During Festival:	
Email Address:	
Website Address:	

Copy of Sales Tax Permit must be included with application. All sales tax collected from sales at GrapeFest must be paid to the City of Grapevine. **(Please initial to confirm)**

I authorize Festival Management to share my contact information with anyone inquiring about my product after the festival. **(Please initial to confirm)**

If accepted to the festival, a Temporary Food Permit must be submitted to Tarrant County by August 1, 2019. **(Please initial to confirm)**

\_\_\_\_\_ Number of times you have been selected as a vendor for GrapeFest in Grapevine, Texas

\_\_\_\_\_ First time applying?

## APPLICATION DEADLINE IS MAY 10, 2019

Provide a description of menu items including portion size and coupon price. The cash value of each coupon is \$0.50 cents. All bottled water and soft drinks will be sold for no more than \$2.50 (5 coupons). If additional space is needed, please attach a separate sheet of paper with additional information. In trying to remain a family-friendly festival, we strive to maintain fair festival pricing along with portion controls. **No food vendor may sell an item for more than 18 coupons unless approved by festival management.**

**Only approved items shall be sold at the festival at the agreed prices.**

ITEM	FESTIVAL PORTION	PRICE (in coupons)	ITEM	FESTIVAL PORTION	PRICE (in coupons)

**You must enclose 4 x 6" photos of all items to be sold and 4 x 6" photos of the booth setup with the application. Photos submitted should showcase the quality of the product and booth setup that you intend to use. Photos will be retained by the Grapevine Convention & Visitors Bureau. These photos are viewed by the selection committee to determine the vendors that are selected. Maximum of six (6) photos permitted.**

### VENDOR LOGISTICS (Please complete all information below)

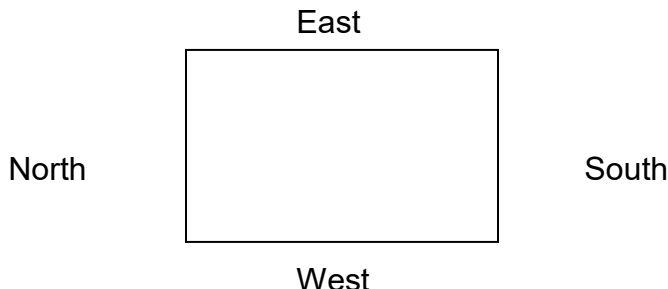
1. Do you have a trailer? \_\_\_\_\_ Is the tongue detachable? \_\_\_\_\_

If yes, what are the dimensions including the tongue? \_\_\_\_\_

2. Do you have a booth? \_\_\_\_\_

If yes, what are the dimensions? \_\_\_\_\_

On the box below, **mark 'S'** on any side you will be serving from and **mark 'X'** for the trailer tongue location:



## APPLICATION DEADLINE IS MAY 10, 2019

**Fees: No cash will be accepted. Checks, cashier checks or money orders made out to GrapeFest® must be paper clipped, not stapled, to the application.**

**Vendor Type - Please circle one: Commercial Vendor, Local Civic/Service Organization**

Commercial Vendor Pricing

10 x 10'	\$385 + 20% of Gross Sales
10 x 20'	\$435 + 20% of Gross Sales
10 x 30'	\$485 + 20% of Gross Sales
10 x 40'	\$535 + 20% of Gross Sales

Grapevine Civic/Svc Organization Pricing

10 x 10'	\$250 + 10% of Gross Sales
10 x 20'	\$300 + 10% of Gross Sales
10 x 30'	\$350 + 10% of Gross Sales
10 x 40'	\$400 + 10% of Gross Sales
10 x 50'	\$450 + 10% of Gross Sales
10 x 60'	\$500 + 10% of Gross Sales

\*If you need more than a 10 x 40' space, contact Barry Feldner for pricing.

Total Space Needed: \_\_\_\_\_

Electricity is included in the fee above. You must specify your electrical needs. Please complete the information below:

1. I need: 110v 20amp plug, how many? \_\_\_\_\_  
110v 30amp plug, how many? \_\_\_\_\_  
240v 50amp plug, how many? \_\_\_\_\_

2. There is no direct wiring.

3. We have limited water hookups available. Do you need water? (Circle one) YES NO  
If yes, please explain purpose: (If accepted, we will make every effort to accommodate all water requests, but it is not guaranteed.)

\_\_\_\_\_  
\_\_\_\_\_

The GrapeFest Committee reserves the right to assign space in accordance with other vendors and products. Preferred or repeat booth placement is not guaranteed. Please use this area for comments, requests or a brief explanation of products. Attach additional paper if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# APPLICATION DEADLINE IS MAY 10, 2019

## Important GrapeFest® Information

Please initial next to each item in the space provided indicating you understand and agree.

- \_\_\_\_\_ Submission of an application does not guarantee acceptance.
- \_\_\_\_\_ Acceptance does not guarantee a booth in future festivals.
- \_\_\_\_\_ Menu items and prices are subject to approval to keep Grapevine festivals at family friendly portions and prices. Unless approved, prices may not exceed 18 coupons.
- \_\_\_\_\_ All food vendors must accept coupons only. No cash transactions will be allowed. Vendors will reconcile coupons at close of business on Sunday at a designated location where you will receive a check.
- \_\_\_\_\_ GrapeFest will go on RAIN or SHINE. There are no refunds for inclement weather.
- \_\_\_\_\_ Each accepted food vendor will receive two (2) vendor badges, regardless of booth size, for unlimited festival access. Additional badges may be purchased for \$5 each.
- \_\_\_\_\_ We do not provide drainage or disposal for water. There are designated locations for grease disposal but capacity is limited.
- \_\_\_\_\_ All electrical and water hookups are in the center of the street.
- \_\_\_\_\_ You must be approved for water and electrical hookup.
- \_\_\_\_\_ All food heating equipment must be shielded from the public. Proper fire extinguishers must be in booth/trailer.
- \_\_\_\_\_ The Grapevine Convention & Visitors Bureau will not assume responsibility for damage or theft of your property.
- \_\_\_\_\_ We do not offer **any exclusives** in food products.
- \_\_\_\_\_ Festival hours:
- |          |                      |
|----------|----------------------|
| Thursday | 10 a.m. - 10:30 p.m. |
| Friday   | 10 a.m. - 11:30 p.m. |
| Saturday | 10 a.m. - 11:30 p.m. |
| Sunday   | 11 a.m. - 6 p.m.     |



**HOLD HARMLESS AND INDEMNITY AGREEMENT**  
**GRAPEFEST®**  
**September 12, 13, 14 and 15, 2019**

I, \_\_\_\_\_, the Undersigned, binding my heirs, executors, administrators, estate and assigns, do hereby agree to completely and wholly release, indemnify and hold harmless the Grapevine Heritage Foundation, Grapevine Convention & Visitors Bureau, City of Grapevine, its officers, agents, independent contractors, and employees for any and all claims, damages, harm, personal injury, including death, property damage, lawsuits and judgments, including court costs, expenses and reasonable attorney's fees, and all other expenses resulting from the activities, programs, and events occurring on the above-stated date of the stated festival in Grapevine, Texas.

It is the understanding of all parties that this release, indemnity, and hold harmless agreement shall apply whether or not the claims, damages, harm, personal injury, including deaths, property damage, lawsuits, judgments, court costs, attorney's fees or any other expense arise from the negligence of whatever nature, omissions, willful or intentional acts of the vendors or vendor's officers, agents, employees, independent contractors, other representatives, invites, licensees, or guests.

If this vendor is other than an individual, vendor certifies, warrants and represents that the individual whose signature appears below is duly authorized to execute this Agreement on behalf of the firm, corporation, partnership or other entity who is the vendor.

IN WITNESS WHEREOF, this Agreement has been executed on

this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Vendor: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Before me \_\_\_\_\_ on this day personally appeared \_\_\_\_\_ known to me (or proved to me on the oath of \_\_\_\_\_) or through \_\_\_\_\_ (description of identity card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_ day of \_\_\_\_\_, A.D. \_\_\_\_\_.

\_\_\_\_\_

Notary Public In and For The State of \_\_\_\_\_.

My Commission Expires \_\_\_\_\_.

(Seal)

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
	<b>2</b> Business name/disregarded entity name, if different from above		
	<b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ▶	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <i>(Applies to accounts maintained outside the U.S.)</i>	
	<b>5</b> Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)	
	<b>6</b> City, state, and ZIP code	<b>7</b> List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>											
-				-							
<b>or</b>											
<b>Employer identification number</b>											
-											

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*