



**Deadline: June 30, 2022**  
**Please retain this page for your records.**

Hello Vendor!

The Grapevine Convention & Visitors Bureau is pleased to invite you to apply to participate in the 36<sup>th</sup> Annual GrapeFest® - A Texas Wine Experience, Presented by Bank of the West, to be held on September 15, 16, 17, 18, 2022.

Please follow all instructions carefully and note that the deadline for submitting the application is **Thursday, June 30, 2022**.

The following items must be completed and attached to be considered:

1. Completed Vendor Application
2. Texas Sales Tax and Use Permit (photocopies are acceptable).
3. Completed 2022 W-9 Form

Please be aware that we have a limited number of vendor spots available and will be reviewing applications closely. Applying in no way guarantees vendors a spot. The Grapevine Convention & Visitors Bureau reserves the right to deny any application for vending that does not meet with the vision of the festival, is oversubscribed, or would compete with existing businesses along Main Street or festival sponsors. Accepted vendors will be notified no later than July 15 with a vendor agreement and a link for payment. Checks will not be accepted.

The Festival & Events Team at the Grapevine Convention & Visitors Bureau looks forward to working with you throughout the application process. Please let Diana or myself know if you have any questions at all.

Cheers to a Successful GrapeFest!!

Best,

J. Denton Bricker  
Director of Festivals & Events  
Grapevine Convention & Visitors Bureau

**Please retain this page for your records.**

### Payment Due Date & Cancellation Policy

If accepted, a link to pay online will be sent with Vendor Agreement. Checks will not be accepted.

Payment will be due no later than Friday, July 29, 2022.

Cancel prior to August 1, 2022 - 100% refund

Cancel prior to August 12, 2022 - 50% refund

Cancel on or after August 12, 2022 – No refund

All cancellations must be emailed ASAP to: [DObryan@GrapevineTexasUSA.com](mailto:DObryan@GrapevineTexasUSA.com)

**GrapeFest is an outdoor event and will go on RAIN OR SHINE.**  
There are no refunds for inclement weather.

#### **Please E-Mail All Documents To:**

[DBricker@GrapevineTexasUSA.com](mailto:DBricker@GrapevineTexasUSA.com)

and

[DObryan@GrapevineTexasUSA.com](mailto:DObryan@GrapevineTexasUSA.com)

#### **All Vendors are required to be open during Festival Hours:**

Thursday, September 15: 11:00am – 10:00pm

Friday, September 16: 11:00am - 11:00pm

Saturday, September 17: 11:00am - 11:00pm

Sunday, September 18: 11:00am - 6:00pm

### **Vendor Guidelines**

1. Incomplete Vendor Applications will **not** be accepted. Be certain to initial and sign as needed.
2. **Preferred placement (including previous placement) is not guaranteed.**
3. Festival load-in will be Wednesday evening, September 14. More detailed information to come via e-mail.
4. No pets are allowed on festival grounds, with the exception of service and/or guide dogs.
5. Pop-Up Tents are required to be weighted 25 lbs. at each corner to anchor setup in high winds.
6. Both sides of tent should ideally be accessible to customers as we don't stack vendors back to back except in specific areas. This will maximize exposure of products to festival patrons. Once locations are assigned, vendors will be allocated a primary facing location of East or West and if double stacked, this will be conveyed.
7. Highest standards of visual aesthetics are required. Please consider the appearance of your booth as this is reflective of the festival. Festival Management reserves the right to modify set-up.

Contact Diana O'Bryan, Festivals & Events Assistant, at 817.410.3184 or by email at: [DObryan@GrapevineTexasUSA.com](mailto:DObryan@GrapevineTexasUSA.com) for questions.

**Please retain this page for your records.**

# Official Artisan Vendor Documentation

(Please print or type)

**Discipline:** Please check **ONLY ONE** box for the category that best applies to your items:

**Art** (photography, sculptures, framed/unframed art)

**Jewelry**

**Children's Items**

**Fine Art**

**Fashion Accessories** (costume jewelry, hats, belts, etc.)

**Ceramics** (pottery/glass)

**Specialty Items** (unique/specific products)

**Home & Garden**

**Woodwork/Leather/Metalwork**

**Pets**

Company  
Name:

Contact  
Name:

Mailing  
Address:

City,  
State Zip:

Business  
Phone:

Cell  
Phone:

Phone Number  
During Festival:

Email  
Address:

Website  
Address:

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

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

\_\_\_\_\_ Number of times you have been accepted as vendor at Main Street Fest or GrapeFest in Grapevine if applicable.

Contact Diana O'Bryan, Festivals & Events Assistant, at 817.410.3184 or by email at:  
DOBryan@GrapevineTexasUSA.com for questions.

**Please retain this page for your records.**

## DOCUMENTATION DEADLINE IS June 30, 2022

List all artisan items that you will be displaying or selling during the festival in the space below. **All items must be made by the applicant. No food items for sale are permitted in this area.** This list will be included in the GrapeFest events listing. **Only items listed and approved will be permitted in your booth unless additions are approved by Festival Management.** Please use a separate sheet of paper if necessary.

ITEM	PRICE/RANGE	ITEM	PRICE/RANGE

**Fees: Once documentation is received by the Conventions & Visitors Bureau a link with instructions will be sent by email to complete payment.**

Please check one:

- I am requesting one space (10'x10' area) = \$375
- I am requesting two spaces (10'x20' area) = \$750

### Acknowledgements and Basic Information

- A copy of your Texas Sales Tax Permit **must** be included with this documentation. All sales tax collected from sales at GrapeFest must be paid to the City of Grapevine.
- If accepted, authorize Festival Management to share my contact information with anyone inquiring about my product after the festival.
- I am responsible for providing a copy of my insurance certificate with a minimum of \$500,000 of general liability that lists the Grapevine Convention & Visitors Bureau as additionally insured. This copy must be on file prior to placement in festival.

**(Please initial each confirming acknowledgement & acceptance.)**

Contact Diana O'Bryan, Festivals & Events Assistant, at 817.410.3184 or by email at:  
DOBryan@GrapevineTexasUSA.com for questions.

**Please retain this page for your records.**

### Vendor Logistics

#### Vehicle Details

Please state the make and model of your vehicle: \_\_\_\_\_ Length: \_\_\_\_\_ Color: \_\_\_\_\_

#### Trailer Details

1. Yes | No Do you have a trailer?
2. If yes, what are the dimensions including the tongue? \_\_\_\_\_
3. Yes | No If you do have a trailer, is the tongue detachable?

#### Booth Details

1. Yes | No Do you have a booth?
2. If yes, what are the dimensions? \_\_\_\_\_

### Vendor Fees

Cash, checks, cashier checks, and money orders are **not** an accepted form of payment. In the email you received this document in, is a link to pay online. **Payment must be submitted by Friday, July 29, 2022.**

Please Initial for Acknowledgement of Pricing:

10'x10' booth space = \$375

10'x20' booth space = \$750

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

Payment Total: \_\_\_\_\_

**Grapevine CVB reserves the right to assign space in accordance with other vendors and products. Preferred or repeat booth placement is not guaranteed.**

### Terms and Conditions

Please read and initial for acknowledgement of the statements below.

1. Product items and prices are subject to approval.
2. GrapeFest will go on **RAIN** or **SHINE**. There are **no refunds** for inclement weather.
3. Cash and credit transactions are allowed for vendors.
4. We do **not** offer any exclusives in products.

5. The Grapevine Convention & Visitors Bureau **is not** responsible for any damage or theft of your property.
6. Vendors are **required** to provide a minimum of \$500,000 general liability insurance. A copy of your certificate naming Grapevine Convention & Visitors Bureau as an additional insured must be on file prior to placement in the festival.
7. All selected vendors will receive two (2) vendor badges, regardless of booth size, for unlimited festival access. Additional badges may be purchased for \$5 each.

My signature acknowledges that if accepted I will be present and my booth will be open with staff during all festival operating hours, that I agree to follow all rules and regulations set forth by festival staff and understand that failure to do so can result in immediate expulsion without refund, and that I acknowledge that the following are prohibited: pets, illegal substances or weapons on my person or in my booth or vehicle during the festival.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Your vendor application will be considered incomplete without all items submitted. Please initial each box to confirm that all of the following items are included with your documentation:

Completed and signed application

Copy of Texas Sales Tax Permit

Contact Diana O'Bryan, Festivals & Events Assistant, at 817.410.3184 or by email at: [DOBryan@GrapevineTexasUSA.com](mailto:DOBryan@GrapevineTexasUSA.com) for questions.

**Please retain this page for your records.**