14th Annual Manassas Jazz Festival
(Formally Manassas Wine & Jazz Festival)
Manassas Museum Lawn • Saturday, June 16, 2018
RAIN DATE – SATURDAY, JUNE 23rd, 2018

Participant Agreement

You are invited to participate in the 14th Annual Manassas Jazz Festival to be held on Saturday, June 16, 2018 on the Manassas Museum Lawn in Historic Downtown Manassas, Virginia.

This one-day festival will open at 11:00AM for VIP ticket holders and 12:00PM to all general admission ticket holders. The festival will close at 7:00PM. While you are asked to cut off wine sampling at 6:30 PM, you will be covered by the Group remote License to sell closed bottles of wine until 7:00 PM to facilitate last minute bottle sales.

Sponsor Responsibilities:

- To comply with state ABC event regulations, Sponsor will reduce the participation fee for each guest winery by the amount of $150 to serve as reimbursement for all wine samples poured in tastings for the attending public. This eliminates the need for the participating winery to submit the standard Virginia ABC "Distributor's Wine Invoice."

- Sponsor will make sufficient ice available to participating wineries, as well as provide for potable water containers in the public area.

- Sponsor will provide proper sanitary facilities, general security, emergency medical and fire protection for the area of the event, throughout the duration of the event.

- Sponsor will obtain all necessary area permits required to conduct the event, including the ABC Banquet License.

- Sponsor will file for a group Farm Winery Remote License request for all participating wineries and will make copies of the Remote License available to each winery on the day of the event.

- Sponsor will provide for a wine pick up station where the attending public can deposit wine purchases of three packs or more during the event, by filling out a holding tag for departure pick up.

- Sponsor will provide an event site plan for each participating winery in advance of the event.

- Sponsor will be responsible for establishing entry and exit points to the wine tasting area and for checking identifications to verify 21 or older age of attending public before issuing a tasting wine glass and wristband.

Participating Winery Arrangements/Responsibilities

- Each winery is responsible for obtaining a certificate of insurance for comprehensive general liability coverage for the event which lists, *Historic Manassas Inc.*, and the *City of Manassas* as additionally insured. Please make sure to also include an endorsement to the policy with the certificate of insurance.

- Each winery can sell wine by the glass, bottle and case at retail prices with full profits from such sales going to the winery.

- Each winery is responsible for bringing the quantity of wine varietals (both reds and whites, special blends, dessert and sparkling) deemed appropriate for a one-day festival.

- Each winery should have a minimum of two personnel to staff its booth to provide public tastings and sales. Wineries are reminded to inform on-site staff than under ABC regulation, the tasting of wine while serving is strictly prohibited.

- Each winery is responsible for bringing its own supplies necessary to conduct business, i.e. wine bottle openers, coolers for icing down wines, cash boxes, winery publications, tables, chairs, tablecloths, signage and limited wine related sales items normally sold in tasting rooms that can be appropriately displayed on a booth table, along with featured wines. Security of cash containers and sales items are the responsibility of each winery.

- Each winery will be responsible for maintaining a clean, debris-free area immediately surrounding its booth area, watching out for broken glass, etc.

- Each winery is reminded that its personnel working the booth are not to provide wine to anyone who appears under the influence or to any obviously underage person who may have obtained a tasting glass. The re-carding of such individuals to reconfirm legal drinking age is the responsibility of the participating winery personnel under ABC regulations. If a problem with an attending person does arise, then your staff representative should call upon the event security personnel to manage the situation.

- Each participating winery is asked to promote the Manassas Jazz Festival on its website and in any written communications sent to winery clientele.

- Each winery must be responsible for the removal of all winery supplies brought to the festival and to place all trash items in the provided dumpsters at the conclusion of the event. Boxes *must* be broken down and placed in the receptacle by one of your staff members. The receptacle will be placed across the track in the parking lot with the Water Tower, directly behind the caboose. EMPTY WINE BOTTLES MUST BE REMOVED FROM THE FESTIVAL BY THE WINERY, AND NOT DISPOSED OF IN TRASH RECEPTICLES.

- Failure to comply with the above requirements may jeopardize future festival participation for my organization

- NO REFUNDS WILL BE GIVEN FOR ANY REASON

Manassas Jazz Festival
Event Participation Form

_____ (name of winery) accepts the invitation to participate in the June 16, 2018 (or rain date), Manassas Jazz Festival to be held on the Manassas Museum Lawn (9101 Prince William Street) in historic downtown Manassas, 11AM to 7PM. We have read and will comply with the Event Participant Agreement and Responsibilities statement. Also, we understand that the event hosts will provide an appropriate wine booth on the Museum lawn, and agree to the following fee arrangements to participate.

Event Participation Fee:	$ 400.00
Less ABC Required Tasting Reimbursement:	-$ 150.00
Total Payment Due:	**$ 250.00** ****non-refundable***

Winery Contact _____ **Phone**_____

Name of Contact at Festival (if different)_____**Cell Phone**_____

Mailing Address_____

Email _____ **ABC #** _____

Signature of Acceptance/Date _____

Please make checks payable to *Historic Manassas, Inc.* or complete the following information to pay with credit card:

Type of Card: □ VISA □ MasterCard □ Other: _____

Card Number _____Expiration_____CVC_____

Card Holder Name (please print) _____

Card Holder Signature _____**Date** _____
Send me a copy of my receipt: □ Yes □ No

Please complete this form, attach Certificate of Insurance, and return no later than May 1, 2018. Winery space is limited, and is available on a first come, first serve basis.

Additional questions can be directed to: 703-361-6599

Mail: Historic Manassas, Inc.
9431 West Street
Manassas, VA 20110

Fax: 703.361.6942

Email: **rebekah@historicmanassasinc.org**