



GLASS CITY WINE FESTIVAL VENDOR CONTRACT

Event Date: March 6, 2027

Glass City Wine Festival 2027 will be held at the Glass City Center, Toledo Ohio

Contract and booth payment due: Friday, January 15, 2027

Vendor action required: Complete this contract, select all applicable vendor sections, attach required documentation, calculate total amount due, sign the agreement, and submit everything by the deadlines listed in the checklist.

Required with contract	Due date
Completed and signed contract	Friday, January 15, 2027
Booth payment in full	Friday, January 15, 2027
Wine list, if sampling wine	Friday, February 12, 2027
Taster's Guide ad, if purchased	Friday, February 12, 2027
Certificate of Insurance (COI) – required by each vendor, no exceptions	Friday, February 19, 2027
Sales tax information, Workers' Compensation document, Ohio A-2 Wine License or temporary food license application or Mobile Food Permit (if applicable)	Friday, February 19, 2027

Late submissions are subject to a fee of up to \$50 unless prior arrangements have been made with the event coordinator.

1. Vendor Information

Company Name:

Note: This company name (ABOVE) will appear on the Taster's Guide map.

Legal Company Name, if different: (name used for official documents/checks):

Contact Person:

Address:

City: **State:** **ZIP:**

Contact Telephone:



Contact Email:

Website, if applicable:

Returning Vendor Booth Request

I am a returning vendor and would like the same booth as in 2026: ☐ YES ☐ NO — if no, please explain.

The Festival will do its best to accommodate booth-location requests. However, the Festival reserves the right to change planned booth locations if necessary.

2. Agreement

This contract is between ("Vendor") and Lilly Broadcasting Glass City Wine Festival ("GCWF" or "the Festival") for operation on Saturday, March 6, 2027. Both parties agree to the terms below.

3. Vendor Activity Sections

3.1 Wine Sampling

Will you be serving wine samples? ☐ YES ☐ NO — if no, please skip to Section 3.2.

All wineries participating in the Glass City Wine Festival must hold an active Ohio A-2 License and provide the Glass City Wine Festival with their Ohio A-2 permit number and city of manufacture by **February 19, 2027**.

Ohio A-2 Permit #

City of Manufacture

Please note the Ohio F-4 permit guidance from the Ohio Division of Liquor Control (DOLC): Participating A-2 permit holders may furnish, at no charge, two-ounce (2 oz.) wine samples and sell wine by the glass for on-premises consumption. Participating A-2 permit holders may also sell wine they have manufactured in sealed containers for off-premises consumption.

Please Note: Vendors are legally required to display an active Ohio A-2 License at their booth during the Festival. DOLC officers will be onsite to inspect booths and have the right to shut down or fine any booth that does not comply with DOLC laws. Compliance is the Vendor's responsibility.

Please provide a complete list of the specific wines you plan to sample at The Glass City Wine Festival. This list will be featured in the Taster's Guide Book provided to each participant upon entry to the festival.



The complete wine list must be submitted to The Glass City Wine Festival Coordinator by **February 12, 2027**.

Wine List:

3.2 Food Sampling

Will you be serving food samples? ☐ YES ☐ NO — if no, please skip to Section 3.3.

Vendors serving food samples must contact the Ohio Department of Health for instructions on permits and hand-washing stations. The Vendor is responsible for any costs associated with obtaining Health Department permits. If you will serve food at the event, even at no charge, you may be required to have a Temporary Food Service Establishment Permit or Mobile Food Service Operation License. The Vendor is required to obtain and display a Temporary Health Department Permits or Mobile Food Service Operation Licenses for food sales or samples.

Please note: Vendors are legally required to display Health Department licensing at their booth during the Festival. Steuben/Lucas County Health Department officers will be onsite to inspect booths and have the right to shut down or fine any booth that does not comply with Health Department regulations. Proper licensing and compliance are the Vendor's responsibility.

List food items to be sold or sampled: Only products listed and approved by the Festival and the Glass City Center may be displayed, sampled, or sold. All food trucks and food vendors are required to follow Glass City Center rules, regulations, inspections, and policies.

Vendors must apply for a temporary food permit through the Steuben/Lucas County Health Department and notify the Festival Coordinator of the application submission, or email a current Mobile Food Service Operation License to the Festival, no later than **Friday, February 19, 2027**.

3.3 Selling Products

Will you be selling non-consumable products, such as manufactured or handmade items? ☐ YES ☐ NO — if no, please skip to Section 3.4.

Products to be sold:



3.4 Marketing Only (No Sales)

Will you only be marketing or promoting your product or business, **without** selling products, wine, or food?

☐ YES ☐ NO — if no, please skip to Section 4.

Marketing service to be promoted:

4. Responsibilities of the Festival

1. The Festival will provide Participant Passes for personnel necessary to staff vendor booths: four passes for a single booth and eight passes for a double booth, unless otherwise negotiated with the Festival Coordinator.
2. The Festival will assign the Vendor a booth space as described in Section 7.

Vendors please note: The Festival will do its best not to duplicate vendors; however, other vendors in attendance may offer similar products or services. The Festival will not accept more than one vendor of a franchised brand. Returning vendors will be prioritized, and new vendors will be accepted on a first-come, first-served basis.

5. Responsibilities of the Vendor

1. Participant passes may be used only for personnel necessary to staff the booth. Passes may not be used for guest entry.
2. The Vendor must set up the booth on **Friday, March 5, 2027, from 10:00 a.m. to 4:00 p.m., or Saturday, March 6, 2027, from 8:00 a.m. to no later than 10:00 a.m.**, unless otherwise arranged with the Festival Coordinator.
3. Teardown may not begin until 9:00 p.m. on Saturday, March 6, 2027. Vendors may not begin tearing down their booth early, even if they run out of product.
4. Vendors are responsible for arranging electricity and any additional booth amenities or extras with the Festival. See Section 7.
5. The Vendor may not sell or donate booth space for advertising or promotion of any third party without the Festival's written consent. Violation of this policy may result in a fee equal to the cost of a single booth.
6. The Vendor agrees to operate in accordance with regulations set by state and federal agencies and must be individually permitted to operate by the state of Ohio.
7. The Vendor agrees to pay all fines or penalties assessed to the Vendor and to reimburse the Festival for any fines or penalties assessed to the Festival as a result of the Vendor's non-compliance with any federal, Ohio, or local law, including, but not limited to, DOLC, DEP, DEV, OSHA, FCC, DOL, DOH, and EPA requirements.
8. Vendors serving wine must comply with all DOLC laws and regulations. Vendors serving wine must hold an active Ohio State A-2 Liquor License. Vendors are legally required to display an active Ohio State A-2 License at their



booth during the Festival. The Vendor is responsible for any costs associated with obtaining DOLC permits. See Section 3.1 above.

9. Food vendors, including those who offer food samples, may be required to have Health Department permits and a hand-washing station. The Vendor is responsible for any costs associated with obtaining Health Department permits. *If you will be serving food at the event, even at no charge, you likely will be required to have a Temporary Food Service Establishment Permit or Mobile Food Service Operation License. Check with the Steuben/Lucas County health department early in your planning to discuss temporary food service establishment requirements and to obtain any permit(s) you might need.* See Section 3.2 above.
10. Vendors making taxable sales are required to have a valid Ohio sales tax certificate and comply with all federal, state, and local tax requirements. The Vendor is responsible for paying all applicable federal, state, and local taxes. The Vendor is required by law to obtain and display a valid tax certificate, if applicable. The Vendor is responsible for any fines, penalties, or other costs assessed to the Festival as a result of the Vendor's non-compliance with Ohio tax laws. See Section 5.1 below.

5.1 Sales Tax Requirement

If you are conducting taxable sales, an Ohio sales tax ID number / certificate is required.

Are you required to provide a sales tax ID number or certificate?

☐ YES, OHIO Sales Tax ID #

☐ NO, I am not conducting taxable sales.

The Vendor is required to display its Ohio Sales Tax ID certificate at its booth during the Festival, if applicable.

Vendors making taxable sales in Ohio must provide the Festival with an Ohio Sales Tax ID # or certificate by Friday, February 19, 2027.

6. General Terms and Required Insurance

1. Vendor booth locations are at the discretion of the Festival and may be changed if deemed necessary by the Festival.
2. Any support vehicles required by the Vendor must be parked in the appropriate lot designated by venue management at the Glass City Center. The Glass City Center determines all loading dock vehicle rules.
3. The Festival and Vendor remain independent contractors. Nothing in this agreement creates a principal-agent, employer-employee, or joint-venture relationship between the Festival and Vendor.
4. The Vendor, its affiliated companies, and subsidiaries agree to be responsible for, defend, hold harmless, and indemnify the Festival, Lilly Broadcasting, The Glass City Center, and their affiliated companies, agents, servants, and officers, including reasonable attorney's fees, from liability arising from injury, death, property damage, or other claims connected with this Agreement, except claims based solely on the Festival's negligent or intentional acts.
5. Violation of any of the event policies may result in additional fees and/or temporary or permanent vendor participation bans.



6. Vendors are required to obtain and provide the Festival with a Certificate of Insurance (COI). See Section 6.1 below.
7. Vendors are required to obtain and provide the Festival with Workers' Compensation Insurance, if applicable. See Section 6.2 below.

6.1 Certificate of Insurance (COI)

The Vendor, its affiliated companies, and subsidiaries agree to secure and maintain commercial general liability insurance during the term of this Agreement in the following amounts:

- Bodily injury: \$300,000 per occurrence
- Property damage: \$300,000 per occurrence
- **OR** \$300,000 per occurrence, combined single limit

The Vendor agrees to list **both** entities below as **additional insureds**.

1. Lilly Broadcasting of Pennsylvania, LLC (3514 State Street, Erie, PA 16508)
2. The Glass City Center (401 Jefferson Ave, Toledo, OH 43604)

A COI can typically be obtained from the Vendor's personal or business insurance provider for no additional cost to the Vendor. The date on the COI must cover the setup date of March 5, 2027, and the event date of March 6, 2027.

The Vendor must provide a Certificate of Insurance to the Festival no later than February 19, 2027.

A Certificate of Insurance (COI) is required for all vendor event participation.

No insurance waivers will be granted for any reason.

- ☐ YES - I understand that a Certificate of Insurance (COI) is required for vendor participation at The Glass City Wine Festival. Without a COI, I understand that I will be unable to set up or participate in The Glass City Wine Festival.
- ☐ YES - I understand that my Certificate of Insurance (COI) must be submitted no later than **Friday, February 19, 2027** and must include all information outlined above.

6.2 Workers' Compensation Insurance

The Vendor must provide a certificate of Workers' Compensation Insurance if the Vendor has employees working at the Festival.



Are you required to provide Workers' Compensation Insurance?

☐ YES ☐ NO, only myself or volunteers will work at my booth.

The vendor must provide the Festival with Workers' Compensation paperwork no later than **February 19, 2027**.

7. Vendor Booth, Electricity, and Optional Fees (Order Form follows)

Early Bird Booth Fees

To qualify for Early Bird Fees, vendors must submit all applicable paperwork and pay the following booth fees **IN FULL ON OR BEFORE November 1, 2026**. After November 1, 2026, the Standard Booth Fees apply.

WINERY Early Bird Booth Option	Fee	Includes
Single Booth, 10' x 20' WINERY	\$325	Two 8' tables plain and two 8' tables with skirting, waste receptacle, four folding chairs, pipe and drape
Double Booth, 10' x 40' WINERY	\$475	Four 8' tables plain and four 8' tables with skirting, waste receptacle, six folding chairs, pipe and drape

NON-WINERY Early Bird Booth Option	Fee	Includes
Single Booth, 10' x 10' NON-WINERY	\$300	One 8' table plain, one 8' table with skirting, waste receptacle, two folding chairs, pipe and drape
Double Booth, 10' x 20' NON-WINERY	\$400	Two 8' tables plain, two 8' tables with skirting, waste receptacle, four folding chairs, pipe and drape

Standard Booth Fees

All vendors who do not qualify for Early Bird Fees must pay the following booth fees. **These fees apply to all applications submitted after November 1, 2026.**

WINERY Booth Option	Fee	Includes
Single Booth, 10' x 20' WINERY	\$350	Two 8' tables plain and two 8' tables with skirting, waste receptacle, four folding chairs, pipe and drape
Double Booth, 10' x 40' WINERY	\$500	Four 8' tables plain and four 8' tables with skirting, waste receptacle, six folding chairs, pipe and drape



NON-WINERY Booth Option	Fee	Includes
Single Booth, 10' x 10' NON-WINERY	\$325	One 8' table plain, one 8' table with skirting, waste receptacle, two folding chairs, pipe and drape
Double Booth, 10' x 20' NON-WINERY	\$425	Two 8' tables plain, two 8' tables with skirting, waste receptacle, four folding chairs, pipe and drape

Electricity Fees (Optional)

If you need electricity for booth lighting or multiple devices, select the applicable option below.

The venue will have dim lighting for atmosphere, so vendors should bring adequate booth lighting.

Electricity Option	Fee	Notes
110 connection	\$60	For booth lighting or device power needs
30-amp connection	\$110	Recommended for food trucks and slushy machines
50-amp connection	\$130	

Late electricity requests: If electricity is requested during the week before the event, add \$25 to the applicable electricity fee and pay the Glass City Center directly.

Booth Extras (Optional)

Booth Extra	Fee
Additional skirted table	\$20
Additional un-skirted table	\$7

Booth Extras requested during the week before the event must be paid to the Glass City Center directly.

Taster's Guide Ad Fees (Optional)

Use the options below to promote your business in the Taster's Guide. Ads are full color!

After purchasing an ad, please email the completed ad or ad information to Event Coordinator Kelly Philson at KPhilson@lillybroadcasting.com. **Ad submission deadline: Friday, February 12, 2027**

Ad Option	Fee	Includes
Additional listing	\$50	Name, address, phone number, and website
Quarter-page ad: 2.5"W X 4"H	\$150	Your design, with coupon or QR code
Half-page ad: 5"W X 4"H	\$250	Your design, with coupon or QR code
Full-page ad: 5"W X 8"H	\$350	Your design, with coupon or QR code
Back-page ad: 5"W X 8"H	\$500	(EXCLUSIVE) Your design, with coupon or QR code



Wi-Fi: The venue will provide Wi-Fi at no cost to vendors. Wi-Fi details will be provided to vendors on or before the event.

Vendor Meals: Food may be purchased from food vendors onsite or brought with you to the Festival.

8. Order Form

Select one booth option, choose either the Early Bird Fee or Standard Fee based on your submission date, add any optional fees, and enter the total amount due with the contract.

Step 1: Select one booth option

Winery Select	Booth Option	Early Bird Fee	Standard Fee	Amount Due
☐	Winery Single Booth, 10' x 20'	\$325	\$350	\$
☐	Winery Double Booth, 10' x 40'	\$475	\$500	\$

Non-Winery Select	Booth Option	Early Bird Fee	Standard Fee	Amount Due
☐	Non-Winery Single Booth, 10' x 10'	\$300	\$325	\$
☐	Non-Winery Double Booth, 10' x 20'	\$400	\$425	\$

Step 2: Add optional electricity and booth extras

Select	Optional Add-On	Fee	Quantity	Amount Due
☐	110 electricity connection	\$60		\$
☐	30-amp connection	\$110		\$
☐	50-amp connection	\$130		\$
☐	Additional skirted table	\$20		\$
☐	Additional un-skirted table	\$7		\$



Step 3: Select optional Taster's Guide advertising

Select	Taster's Guide Ad Option	Fee	Amount Due
☐	Additional listing	\$50	\$
☐	Quarter-page ad	\$150	\$
☐	Half-page ad	\$250	\$
☐	Full-page ad	\$350	\$
☐	Back-page ad (EXCLUSIVE)	\$500	\$

Step 4: Calculate total amount due

Order Summary	Amount
Selected booth fee	\$
Optional electricity and booth extras	\$
Optional Taster's Guide ad fee	\$
Total Amount Due with Contract	\$

Total due = selected booth fee + optional electricity and booth extras + optional Taster's Guide ad fee.

9. Submission and Payment Instructions

Submit your completed contract, payment, and event documentation by mail or email.

Mail completed contract, payment, and documentation to:

Lilly Broadcasting

ATTN: WINE EVENTS

3514 State Street

Erie, PA 16508

Please make checks payable to Lilly Broadcasting of Pennsylvania, LLC, with Glass City Wine Festival on the memo line.

OR

Lilly Broadcasting Glass City Wine Festival * 3514 State Street * Erie, PA 16508
www.glasscitywinefestival.com / info@glasscitywinefestival.com



Email contract to: info@glasscitywinefestival.com

Pay online by credit card at:

GlassCityWineFestival.com/Pay

Contract and booth payment are due no later than Friday, January 15, 2027.

Questions: For additional questions, please email Event Coordinator Kelly Philson at KPhilson@LillyBroadcasting.com.

10. Signatures

Festival Representative: *Kelly Philson*, Event Coordinator

Vendor Signature: Date:

Contract is not valid without a vendor signature and date.



Documentation Submission Checklist

Submit	When required	Due date
Glass City Wine Festival Contract	Required for all vendors	January 15, 2027
Glass City Wine Festival payment in full	Required for all vendors	January 15, 2027
Wine list	If sampling wine	February 12, 2027
Taster's Guide ad	If purchased	February 12, 2027
Certificate of Insurance - COI	Required for all vendors	February 19, 2027
Ohio Sales Tax Number or submitted form	If applicable	February 19, 2027
Workers' Compensation Document	If applicable	February 19, 2027
Ohio A-2 Liquor License: Permit Number and City and State	If applicable	February 19, 2027
Temporary Food License Application or Mobile Food Permit	If applicable	February 19, 2027

Early Bird vendors must submit the contract, payment, and all applicable documentation by November 1, 2026, to qualify for Early Bird Fees. If extension for Early Bird Permits or COI are needed, please make arrangements with the Event Coordinator.