



Dear Vintner:

Once again it's time to prepare for the Saint Martin's Alumni Association Capital Food and Wine Festival. This year's 28th annual Festival takes place on Saturday, March 25, 2017, from Noon to 9 p.m. at the Saint Martin's Marcus Pavilion and Worthington Conference Center, Lacey, WA.

Listed below are the forms and documents required:

- The completed and signed Application Form.
- Your booth fee of \$150.00 paid in the form of a check payable to the Capital Food and Wine Festival.
- The signed Hold Harmless Agreement.
- A Certificate of Insurance from your insurance company, with minimum coverage of \$100,000.

Additional important information about the application process:

- All application materials with payment are due no later than January 31, 2017.
- Wineries selected for participation for the 2017 Festival will be notified by March 1, 2017.
- Incomplete, and or late applications are subject to return without consideration.
- Send applications/ payments to: Capital Food & Wine Festival, PO Box 5499, Lacey, WA 98509.
- Past participation does not guarantee admission for the 2017 Festival.

On Site information:

- The Festival will purchase wine at your wholesale price.
- The Festival sells by the taste or by the glass, plus bottle sales to go.
- The Festival does not allow vendors selling alcohol to offer any free drinks to anyone.
- The Festival has zero tolerance for drinking alcohol behind your booth.
- Booth size is 8'x6' and the Festival provides linens, tasting cups, wine pitchers, and ice or tables.
- You may bring your own decorations, etc., for your table. You are required to provide your own vineyard banner – one will not be provided to you. Banners or decorations must not obstruct the booth number sign.
- The Festival will provide a link to each winery's website as well as publish the wines you plan to pour that day.
- The Festival will award by category in bronze, silver, gold and "best in show".

We look forward to working with you. If you have any questions please e-mail me at olyhanna@comcast.net, or contact my cell at 360-870-9815. We look forward to seeing you at another successful Festival.

Sincerely,

Tom Barte, Wine Chairman



SAINT MARTIN'S
ALUMNI ASSOCIATION



2017 WINERY APPLICATION

Winery name (as it should appear on all Festival published materials)

Address _____

City State Zip code _____

Telephone /fax/email _____

Contact person(s) name and title _____

List three (3) wines you wish to pour at this year's festival. **Include the name of the wine, vintage and the wholesale bottle price**

Wines will be delivered to festival site by (check one) Winery Distributor

Distributor name (if applicable) _____

Contact name and telephone _____

Winery contact name and telephone (if applicable) _____

Festival Information

Date: Saturday, March 25, 2017

Hours: Noon – 9 p.m.

Location: St. Martin's Marcus Pavilion, 5300 Pacific Ave. SE Lacey, WA 98503

Due to limited space, all applications will be reviewed and wineries will be notified of admission status by March 1, 2017.

Signature _____

Forward application and booth fee check in the amount of \$150 to 2017 Capital Food & Wine Festival, PO Box 5499, Lacey, WA 98509

Questions? Contact Tom Barte at olyhanna@comcast.net or (360) 870-9815 (cell)



Agreement Regarding Insurance and Indemnity/Hold-Harmless

This Agreement Regarding Insurance and Indemnity/Hold-Harmless ("Agreement") is dated this _____ day of _____, 20__ by and between Saint Martin's University ("Saint Martin's") and the undersigned ("User"). In consideration for use of Saint Martin's land or facilities, User hereby agrees to the following terms and conditions:

In connection with the use of Saint Martin's facilities, User shall provide a Certificate of Insurance in the form attached hereto, evidencing the insurance coverage required by Saint Martin's under this Agreement. The following language shall be included as part of a required endorsement to the Certificate of Insurance: "**St. Martin's Abbey and Saint Martin's University** and their Officers, Directors, agents, employees and volunteers are named as Primary Non-Contributory Additional Insured to the General Liability insurance policy." The attached form of Certificate of Insurance indicates the minimum types and amounts of insurance coverage required. **Please note:** Saint Martin's reserves the right to ask for greater liability limits, including Liquor Liability Limits where alcohol is consumed or served, based on levels of risk. The insurance limits of liability required for the insurance certificate are minimum required limits only and do not relieve User of its financial obligations and does not limit the User's liability requirements under this Agreement.

User further agrees to defend, indemnify, and hold harmless St. Martin's Abbey and Saint Martin's University and their Officers, Directors, agents, employees and volunteers from and against any and all demands, claims, and damages to persons or property, losses and liabilities, including reasonable attorney's fees, arising out of or caused in whole or in part by User, its employees, agents, contractors, invitees, guests, or others within the control of User while using the facilities, walkways, parking, grounds or event space. Such obligation to indemnify on the part of User shall not extend to the sole negligence of the St. Martin's Abbey and/or Saint Martin's University or its indemnitees.

This document does not infer any rights or obligations on the parties other than what has been agreed to within this document.

Name of Company, Group, or Individual: _____

Signature: _____
(President, Vice-President or General Manager)

Date: _____

Title: _____

Signature: _____
(St. Martin's Authorized Representative)

Date: _____

Title: . _____