



Dear Brewery/Cidery:

Once again, it's time to prepare for the Saint Martin's Thurston County Chapter Capital Food and Wine Festival. This year's 29th annual Festival takes place on Saturday, March 24, 2018, from Noon to 9 p.m. at the Saint Martin's Marcus Pavilion and Worthington Conference Center in 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, or a signed written agreement to donate a keg of beer or cider with a value equal to or greater than the booth fee (\$150.00).
- 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, 2018.
- Breweries and Cideries selected for participation for the 2018 Festival will be notified by March 1, 2018.
- Incomplete and/or late applications are subject to return without consideration.
- Send applications to: Beer@capitalfoodandwinefestival.com
- Send payments to: Capital Food & Wine Festival, 5000 Abbey Way SE, Lacey, WA 98503.
- Past participation does not guarantee admission for the 2018 Festival.

On Site information:

- The Festival will purchase beer and cider by the keg at a prearranged price.
- This price for each keg is to be agreed upon, before the first day of the month of the festival.
- If an agreed upon keg is unavailable for the event, the Brewery/Cidery must notify the beer chair within 48 hours of the Festival. The replacement keg's value must be of equal or greater value to the previously agreed upon keg.
- Each booth's "pouring stations" will have one Brewery/Cidery pouring a maximum of two different beers.
- The Brewery and/or Cidery will supply all the necessary equipment needed to tap and pour their beverage. The Festival will provide ice, linens, and tasting cups only.
- The Brewery and/or Cidery will set up their booths no later than 8:00PM the night before the event, and will have all of their equipment out of the event space before noon the day following the event.
- The Festival sells beer by the taste or by the glass.
- 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.
- The Festival provides linens, tasting cups, and ice for booths.
- You may bring your own decorations, etc., for your table. Booth signs dimensions are limited to 4 feet by 2 feet. Banners or decorations must not obstruct the booth number sign.
- The Festival will provide a link to each Brewery/Cidery website as well as publish the beers/ciders you plan to pour that day, given that all information is received by the Festival.
- The Festival will be awarding "Best in Show" categories.

We look forward to working with you. If you have any questions please e-mail Beer@CapitalFoodandWineFestival.com, or call 612-940-7515. We look forward to seeing you at another successful Festival.

Sincerely,

JJ Olson, Beer Chairman



SAINT MARTIN'S
UNIVERSITY
NATIONAL ALUMNI BOARD
THURSTON COUNTY CHAPTER

2018 BREWERY APPLICATION

Brewery/Cidery 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 two (2) beers you wish to pour at this year's Festival. **Include the name of the beer/cider and the wholesale price**

Beers/Ciders will be delivered to festival site by (check one) Brewery Cidery
Brewery/Cidery contact name and telephone (if applicable)

Festival information

Date: Saturday, March 24, 2018

Hours: Noon - 9 p.m.

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

Due to limited space, all applications will be reviewed and Breweries/Cideries will be notified of admission status by Tuesday, March 1, 2018. Past participation does not guarantee admission to the 2018 festival.

Signature

Forward application and booth fee check in the amount of \$150.00 to 2018 Capital Food & Wine Festival, 5000 Abbey Way SE, Lacey, WA 98503.

Email logo and product descriptions to Beer@CapitalFoodandWineFestival.com.

Questions? Contact JJ Olson at Beer@CapitalFoodandWineFestival.com, or 612-940-7515.

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: . _____