



2023 Smithfield VA Wine & Brew Fest

Saturday, April 15, 2023

Questions:

Call Gina at 757-869-0664 or Email - Gina@SmithfieldVAEvents.com

CHALET INFO for WINE & BREW FEST:

Chalet Tickets get entry early at 11:00 am thru the VIP Gate.

Event ends at 5:00 PM.

21 & UP ONLY EVENT. No infants/pets.

Main Gate for General Admission opens at Noon.

CONFIRM BY FILLING OUT THE ON-LINE AGREEMENT ASAP OR NO LATER THAN MARCH 10TH. SEE YOUR EMAIL FOR YOUR PACKAGE DETAILS (cost, # tix in your package, deadlines, etc). Tickets will be mailed, delivered or available for pick up at our HQ's week of March 27th.

CHALET TICKETS INCLUDE: Early admission at 11:00 am thru VIP GATE #1. Unlimited International Wines, VA Winery & VA Brew Tastings, souvenir tasting glass, stadium cup, live music on (3) stages, and entry into festival. NOTE: Have choice of Wine or Beer style tasting glass while supplies last. You can taste wine or beer out of either glass, it doesn't matter. We just might run out of one type first.

Available for purchase: Wines by the glass/bottle, brews by the cup/growler, water & sodas, unique retail vendors and food vendors.

NEED EXTRA TIX?: You can add in as many as you want until we sell out...**BUT HIGHLY RECOMMEND FINALIZING YOUR TICKET ORDER BY MARCH 10th. AFTER MARCH 10TH, we hold (4) Tickets for Chalets until March 24th in case you need a few extra.**

INVOICES, PAYMENTS & HOW TO GET TIX:

Invoices will be emailed to you after you complete your ON-LINE CONFIRMATION. We will send you an invoice for payment by check or credit card invoice. Note: there is a 3.2% process fee added to your total if you want to pay with a credit card.

- **When you return the on-line agreement, let us know if paying by check or credit card.**
- **All payments due in full due on or before March 24th.**
- **Tickets will be mailed or delivered to you the week of March 27th.**

CHALET NUMBER/LOCATION: (See included site map)

Your assigned chalet location will not change but your chalet number might change pending the final chalet sales.

Who provides BANNER SIGNAGE?

VIP Chalet with additional sponsorship area: If chalet includes *chalet plus a sponsor area*, SVAE provides signs for both chalet and sponsor area. All signs produced by SVAE remain property of SVAE and will be reused if you sponsor another event in the future.

Chalet Only: You are responsible for providing your own banner for your chalet unless we already have yours. If you need to order a banner, let Fest Director know and she can hook you up to have one produced. Recommended banner size is 2-2.5 ft tall by 6-8 ft wide and grommets are needed in all four corners.

- **Deadline to get us your banner is Monday, APRIL 10TH. You can pick banner after the event up starting Tues April 18th.**
- **We can keep your banner if you don't want to mess with getting it to us for every festival.**

VIP PARKING PASSES – there is a maximum per chalet:

Each chalet package comes with some VIP Parking Passes, (**one for every two tickets in your package**). If you add in additional tix, you can also get more VIP Parking passes (one for every two tickets) as follows:

For Regular Chalet: You can get up to a max of (14) total VIP Parking passes.

VIP Chalet with Sponsor Area: You can get up to a max of (18) total VIP Parking passes.

CHALET LAYOUTS & SEATING:

All table linens are provided by the fest, and they are eggplant (a deep/burgundy purple). Weather permitting the tables in the "yards" have an umbrella.

Mini Chalets: (15x15) tent with total seating for (12). Seating for (6) inside the chalet, and (6) in the white fenced yard, and (1) banquet table for food/drinks.

Regular Chalets: (20 x 20) tent, with total seating for (22). Seating inside chalet at (2)-60" Round tables with (8) chairs each and seating for (6) in the white fenced yard. (2) banquet tables for your food inside the chalet.

CATERING FROM SMITHFIELD STATION, DIY FOOD & PRE-ORDER BEVERAGE or DRINK TICKETS:

CATERING: Chalets can order turn-key catering from our exclusive caterer, Smithfield Station from the menu you will be sent about a month before the festival. With 37 chalets, logistically we cannot permit everyone to have their own caterer. If you want something that is not listed on the Station menu, contact them to work out custom items.

DIY FOOD: You can hand-carry in a DIY Feast “potluck style” or other food that you pick up and set up yourself. We do not permit other caterers, vehicles, or non-ticketed persons to enter the event to drop off food to chalets. If you are doing your own food, don’t forget plates, napkins, silverware & serving dishes.

You may bring in food, water/soda but no alcohol of any type may be brought into or leave the event.

Pre-order Wine & Drink Tix: About a month before the event, you will receive an order form for pre-ordering wines, soda, water & drink tickets. These will be ready for you upon arrival and check in at our Sponsor Check in booth located to the right of the Manor House as you enter thru VIP GATE #1. If you have a large wine order, our VIP Hosts will assist in getting it to your chalet. **Thanks to our Presenting Sponsor, Smithfield, all chalets will receive a complimentary case of water which will be in your chalet.**

Pick up your Gift Bags & Pre-orders at SPONSOR CHECK IN:

When you arrive at the festival and enter thru VIP GATE #1, check in at the SPONSOR CHECK IN TENT, located to the right of the Manor House. This where you pick up your Chalet Sponsor Gift Bag with (1) red, (1) white bottle of wine and an empty growler, and any pre-order wines or drink ticket you ordered.

Coolers & Ice: The festival does NOT provide coolers for chalets. Chalets are permitted to bring in their own coolers with non-alcoholic beverages. You can drop your cooler off on Friday afternoon or bring it in Saturday morning. Starting early Saturday morning, we will ice up coolers that are in your chalet. We also provided complimentary ice during the event if you need it. It is recommended that you take your cooler and left-over drinks & food with you Saturday when the event is over. If that isn’t possible, **before you leave the site** coordinate with our Sponsor Host to figure out the best plan of action. See SAT CLEAN UP BELOW also.

CHALET DECORATING OR SET UP & CLEAN UP:

Due to lack of overall participation, as only a few of our 37 chalets have been participating, there is no longer a “decorating contest”, but feel free to personalize your chalet! Just make sure you don’t use any products that will stain or damage the tents or fencing.

FRIDAY EARLY SET UP: Chalet Owners can come drop items off Friday after 12:00 (Noon) thru 7 PM Friday evening. **PENDING THE WEATHER, YOU MAY OR MAY NOT BE permitted to drive onto site to your chalet.** DO NOT ASSUME IT IS OK. Please pull into the U-Turn located next to our SVAE HQ building (the white two-story across from the Manor House) and our VOLUNTEERS will advise you. We can arrange a golf cart to help get your stuff to your chalet. The fest is not responsible for items you leave, but do have overnight security Friday.

SATURDAY MORNING SET UP: Owners or a couple of your “Set-Up-Crew” can get in early at 9:30 AM to set up chalet. **Please do not come before 9:30 am, as we have vendors, breweries and other logistics rolling in.** **YOUR GUESTS will be permitted to enter starting at 11:00 am thru the VIP GATE.**

SATURDAY MORNING, you WILL NOT BE ALLOWED TO DRIVE ON TO THE SITE OR UP TO THE GATE AREA to unload. Please park in VIP Parking and flag down a golf cart if you need assistance. There are dedicated golf carts assigned to help chalets starting at 9:30 am Saturday morning, so just wave one down. They will be closely watching the parking areas and are ready to assist you. After dropping off items at your chalet, please tell your set-up folks to go to the VIP GATE with their tickets so they can get their wristbands. **AMPHITHEATER CHALETS: you get (1) special parking permit to pull one car into the handicapped parking area and park outside the split rail fence behind your chalets. You will be emailed the special pass.**

SATURDAY AFTER EVENT CLEAN UP – It is best if you take all your personal items in the chalet with you when you leave the festival. If that is not possible, please coordinate with the fest in advance so we can plan to move it into our Storage Barn. The Tent Company can come early Sunday and start breaking things down. **We are not responsible for anything you leave inside your chalet after the event.** You also need to coordinate with our Sponsor Host at the event if you plan on leaving anything unexpectedly, so it can be moved into our storage barn.

10) OUR VIP HOST TEAM: Our VIP Host Volunteers will stop by your chalet to check on you as you get set-up and during the event. If you need anything in-between their visits, please go to the Sponsor Check-In Booth (near the Manor house by the VIP GATE entrance or find a volunteer with a radio. They will be happy to assist you. We can solve almost anything with our MacGyver-like volunteers, so if your sign is falling and you need a zip-tie, or you want the sides of your tent removed, we can help you get it taken care of. **We strive to make your experience amazing, so just let us know if you need something!**