



## 2024 Smithfield VA Wine & Brew Fest

Saturday, April 13, 2024

Questions:

Call Gina at 757-869-0664 or Email - [Sponsors@SmithfieldVAEvents.com](mailto:Sponsors@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.

**PLEASE CONFIRM BY FILLING OUT THE ON-LINE AGREEMENT by FEB 21<sup>st</sup>. SEE THE EMAIL FOR YOUR CHALET PACKAGE DETAILS (cost, location, # tix in package, deadlines, etc). Tickets will be mailed, delivered or available for pick up at our HQ's week of March 18th.**

**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: Choice of either a wine or beer tasting glass. You can taste wine/beer out of either, but you only get one.

**AVAILABLE FOR PURCHASE AT THE FEST:** Wines by the glass/bottle, brews by the cup or SVAEvents logoed growler, water & sodas, unique retail vendors and food vendors. At this fest only, you can purchase unopened bottles of wine to take home from your favorite VA Winery or our International Wine Booth.

**NEED EXTRA TIX?** You can add in as many as you want until we sell out...Tickets go on sale to the general public on Feb 21/22, **SO WE HIGHLY RECOMMEND ORDERING EXTRA TIX by FEB 22nd.** As a perk for chalets, even if we sell out, we hold (4) "Emergency Tickets" for you until March 22<sup>nd</sup> for last minute requests.

#### INVOICES, PAYMENTS & HOW TO GET TIX:

Invoices will be emailed to you after you complete your ON-LINE SPONSOR CONFIRMATION - due by FEB 21<sup>ST</sup>. If you add in extra tickets later, we will update your invoice.

- **When you return the on-line agreement, let us know if paying by check, bank ACH or credit card.**
- **If you opt to pay by credit card, there will be a 3.2% process fee added to your total. There is NOT A FEE for a Bank ACH transfer.**
- **All payments due in full due on or before March 15th.**
- **If you have paid, your ticket package will be mailed, delivered or ready for pick up week of 3/18/24.**

#### 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. Your FINAL chalet number will be included on the final site map that will come with your tickets in March.

#### BANNER SIGNAGE

**Fest provides if you have a 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.

**You provide if you just have a Chalet Only:** Although many of you already have banners stored with us, if you don't, you are responsible for providing your own banner for your chalet. If you need to order a banner, let us know and we 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. **Try to get us your banner by Monday, APRIL 8TH.** You can pick banner after the event up starting Tues April 16th.

**VIP PARKING PASSES – You get (1) for every (2) Tix in your package. There also is a max you can get if you add in extra tickets.** So, you decide who gets them. Guests that do not get a parking pass will park in General Admission. FYI, none of our parking is "bad" and golf carts are available to transport folks to & from the gates. **If you add in extra tickets, you get more VIP Parking passes (one for every two tickets) as follows:**

**For Regular Chalet:** You can get a max of (5) additional VIP Parking passes.

**VIP Chalet with Sponsor Area:** You can get a max of (8) additional VIP Parking passes.

#### CHALET LAYOUTS & SEATING:

All table linens are provided by the fest. Weather permitting the tables in the "yards" have an umbrella.

**Mini Chalets:** Hunter green tablecloths, (15x15) tent with total seating for (12). Seating for (6) inside the chalet, and seating for (6) in the white fenced yard at 48" tables, plus (1) banquet table for your food/drinks.

**Regular Chalets:** Eggplant purple tablecloths, (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 at a 48" table, plus (2) banquet tables for your food inside the chalet. **If you have a Double Chalet, contact Fest Director.**

## 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 40 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. 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.**

## WHERE IS SPONSOR CHECK-IN & HOW TO PICK UP your GIFT BAG or any PRE-ORDERED BEVERAGES:

When you arrive at the festival and enter thru VIP GATE #1, check in at the SPONSOR CHECK IN TENT, located at the side porch of the Manor House and pick up your Chalet Sponsor Gift Bag with (1) red & (1) white bottle of wine & (1) empty growler. This is also where you pick-up any pre-ordered beverages or drink tickets.

**Coolers & Ice:** The festival does NOT provide coolers or wine buckets for chalets. Chalets are permitted to bring in their own coolers with non-alcoholic beverages. You can drop items 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 label your items & figure out the best plan of action. See SAT CLEAN UP BELOW also.

## CHALET DECORATING OR SET UP & CLEAN UP:

There is not a “decorating contest”, but feel free to personalize & decorate 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. 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 we 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.** Prior to 11AM, when the event starts have your early folks can take their ticket to the Sponsor Check-In booth to get event wristband/tasting glasses. The rest of your GUESTS will be permitted to enter the festivals starting at 11:00 am thru the VIP GATE #1.

**SATURDAY MORNING, you WILL NOT BE ALLOWED TO DRIVE ON TO THE SITE OR UP TO THE GATE AREA to unload.** Park in VIP Parking and flag down a golf cart if you need assistance. After dropping off items at your chalet, and before the event starts at 11 am, please tell your set-up folks to go to the Sponsor Check-In with their tickets so they can get their wristbands. **AMPHITHEATER CHALETS:** you get a special parking permit to park (1) car outside the split rail fence behind your chalets. This special parking place is located behind the handicapped parking area. Your special parking pass will be included with your tickets.

**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 labeled with your name and 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 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 you and your guests experience amazing, so just let us know if you need something!**