

**South Bend BrewFest 2018**  
**Vendor Information and Instructions**

**1. REGISTER**

If you have not done so already, please go to [www.southbendbrewfest.com](http://www.southbendbrewfest.com) and fill out the vendor agreement under the **Vendor** tab. Include the first and last names of the three representatives who will be working your table. No more than the three allotted people are allowed at each table.

**2. BRANDS AND BREWS**

Please include in your registration (or email to [RachelD@centurycenter.org](mailto:RachelD@centurycenter.org)) a list of the brands and specific brews you will be sampling at Brewfest

**3. INVOICE CENTURY CENTER FOR YOUR BEER**

Please send an itemized invoice to: [RachelD@centurycenter.org](mailto:RachelD@centurycenter.org) no later than Monday, January 15th, 2018. (NOTE: For gauging quantity of beer, we expect 1600 guests who taste an average of two 2 oz. samples per table).

**4. W-9 FORM**

Fill out and return a **W-9 form** so we can pay you. **We cannot process payment without a current W-9.**

**5. TELL US WHEN YOU WILL DELIVER YOUR BEER**

Beer is to be delivered to the Century Center loading dock  
Address: Century Center, 120 S. St. Joseph St., South Bend IN 46601

**6. SEND THE NAMES OF THE THREE REPRESENTATIVES WHO WILL BE WORKING YOUR TABLE-** By Monday, January 15<sup>th</sup>, 2018. Century Center will be charging \$5.00 per car for parking in our lot. **YOUR REPRESENTATIVES WILL NOT BE CHARGED FOR PARKING IF THEIR NAME IS ON THE PARKING ATTENDANT'S LIST.**

**7. EVENT DAY: SATURDAY, JANUARY 20th, 2018 TIMELINE**

**9:30 am to 11:30 am VENDOR CHECK-IN** at Century Center loading dock:

**a. Pourer's Wristband:** Pourers must present:

**A valid Indiana Alcohol and Tobacco Commission Permit AND  
A valid government issued photo ID and must be 21 years or older.  
CELL PHONE SCREEN SHOTS WILL NOT BE ACCEPTED.**

**b. Vendor's Wristband:** Vendors who will not be pouring alcohol  
Must present **A valid government issued photo ID** and must be 21 years or older.

**c. Silent Auction Items** Please donate T-Shirts, Hats, Signs- anything! Our Silent Auction benefits **Center for Homeless. NO ALCOHOL MAY BE AUCTIONED**

**11:45 am-** All vendors at their tables for Pourer's and Vendor Wristband Check

**12:00 pm to 1:00 pm-** Sampling by VIP Brewers

**1:00 pm to 4:00 pm-** Sampling by All Brewers

**4:00 pm** All Sampling ends.

**4:00 pm TO 6:00 pm** Vendor Tear Down: Inventory unopened /un-tapped beer for buy-back and Load Out.

**SELF-DISTRIBUTORS PLEASE NOTE:** CC Staff will inventory unopened cases and untapped kegs for return  
Any questions?? Call Rachel Dobrzykowski at 574.235.9152 or email [RachelD@centurycenter.org](mailto:RachelD@centurycenter.org)

THANKS FOR BEING A PART OF SOUTH BEND BREWFEST 2018!!