

South Bend BrewFest 2017
Vendor Information and Instructions

Be a part of South Bend BrewFest 2017! We are anticipating 1600 guests this year and are excited to have as many Brewers participate as possible.

Purchase of your beer:

Century Center must purchase the beer that you will be sampling at BrewFest.

- 1- Please send an itemized invoice to: kateL@centurycenter.org no later than Wednesday, January 18, 2017.
- 2- Fill out and return **the attached W-9 form** so we can pay your invoice. **We cannot process payment without a current W-9.**
- 3- Tell us when you will deliver the beer:
Beer is to be delivered to the Century Center loading dock
Address: Century Center, 120 S. St. Joseph St., South Bend IN 46601
- 4- **IF YOU HAVE NOT FILLED OUT THE VENDOR AGREEMENT**, please complete the vendor agreement and return with your invoice and W-9. Vendor agreement is also attached. Include the first and last names of the two representatives who will be working your table.

Check-In

There will be a vendor check in table at the Century Center loading dock. Vendors are required to check in and receive a Vendor or Pourer's wristband **prior to loading in.**

- 1- **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.
- 2- **Vendor's Wristband:** Vendors who will not be pouring alcohol
 - a. Must present **A valid government issued photo ID** and must be 21 years or older.

Load In: 9:30 am to 11:30 am

Vendor load in/check in time is 9:00 am to 11:30 am, with all vendors set and ready at 11:30 am.

Serving Beer/Cider Samples:

- 1- Beer Samples must 2 ounces or less, and each individual guest may receive no more than two samples. *Sample Mug has a 2 ounce line
- 2- **OVERSERVING:** In order to protect your personal permits and Century Center's liquor license, we ask for each vendor's commitment to deny alcohol service to any guest who appears intoxicated. If you suspect a guest has been over-served, you are required to notify a member of the Century Center staff so we may take appropriate measures to ensure that individual's safety.

Auction Items

Please bring items to donate to our Silent Auction benefitting **Center for Homeless.** Nancy Collins will be in the Silent Auction area to receive your donations. **NO ALCOHOL MAY BE AUCTIONED.**

Time Line

9:30 am to 11:30 am –Vendor Check In and Vendor Load In on back dock of Century Center.

11:45 AM- All vendors at their tables for Pourer’s and Vendor Wristband Check

12:00 pm-4:00 pm- Sampling by all Brewers

4:00 pm All Sampling ends. **VENDORS MAY NOT TEAR DOWN THEIR BOOTHS PRIOR TO 4:00 PM.**

4:00 pm TO 6:00 pm Vendor Tear Down and Load Out.

SELF-DISTRIBUTORS PLEASE NOTE:

CC Staff will assist Self-Distributing Brewers with final inventory at the end of BrewFest. Brewers will take back any unopened cases and untapped kegs and credit Century Center for all unused, returned product.