

THE 15TH ANNUAL
PITTSBURGH WINE FESTIVAL
THURSDAY MAY 4, 2017
HEINZ FIELD EAST & WEST CLUB LOUNGE

Dear Supplier Partner:

The 15th Annual Pittsburgh Wine Festival is scheduled for Thursday May 4, 2017 at Heinz Field. We are excited about your participation in another successful festival, and we would like you to be aware of some changes in the schedule for this year's festival and the information needed for registration and lodging.

Upon your acceptance of the PLCB's invitation to attend The Pittsburgh Wine Festival, your contact information and brands will be forwarded to the Pittsburgh Wine Festival office. **THIS SERVES AS YOUR REGISTRATION** (See attached payment form and payment information). Once the registration process has been completed you will receive a notice of your table assignments. You can expect this to arrive about a month before the festival date. Further event logistics will be sent to you and posted on our site at www.pittsburghwinefestival.com under the Vendor Info link.

If you have any questions, please do not hesitate to contact Dale Markham at (412) 915-7202 or dmarkham@pittsburghwinefestival.com. For onsite (Heinz Field) logistic information such as delivery questions please contact the onsite event coordinator Megan Cook at (818) 324-2347 or via email at mcookpghwinefest@gmail.com.

We look forward to collaborating with you to successfully grow awareness of and appreciation for your brand(s).

Sincerely,

The Pittsburgh Wine Festival Team

SCHEDULE FOR MAY 4, 2017 AT HEINZ FIELD

Vendor Check-In begins at 2 p.m. Gate B.
VIP Tasting and Restaurant Trade Tasting 5:00-7:00 p.m.
Grand Tasting Event 7:00-9:00 p.m.

Trade Tasting Event

The Trade Tasting portion of the Festival will run from 5 pm to 7 pm accompanying the VIP portion of the event. Trade Tasting Event attendance is limited to 400 total passes and will be distributed to attending wine vendors according to the number of tables under your brand (e.g. if you have 20% of the tables, you get 20% of the passes). Passes are coordinated through your local representative.

Registration Requirements

Upon your acceptance of the PLCB's invitation to attend the Pittsburgh Wine Festival, your contact information and brands will be forwarded to the Pittsburgh office. **This is to be considered your Registration.** You will be receiving further correspondence about logistics for the event from our office. **Please see attached table payment form.** The registration fee for each table is **\$525**. Please also be sure to provide a key contact (phone number and email address) for each table, as further information will be forthcoming.

EVENT LOGISTICS

PRODUCT DELIVERY

The Pittsburgh Wine Festival anticipates attendance to be about 2600 people (**approx. 1100 people for the VIP Tasting (800 ticketed and 300 members of the trade) and 1500 more for Grand Tasting**). Please adjust your anticipated wine pours to this figure. **In the past, some vendors have been unprepared to handle the volume of the attendants and have run out of wine mid-event. This is unacceptable. Offending vendors will not be welcomed back.** All products should be delivered or shipped to the Heinz Field/Aramark Warehouse located at the North Service Tunnel, Gate 5 beginning on May 1st, 2014. PLEASE BE SURE YOUR PRODUCT CASES ARE MARKED USING THE ENCLOSED FORM (page 6) – HEINZ FIELD WILL NOT ACCEPT ANY BOXES THAT ARE NOT MARKED WITH THE ATTACHED FORM. EACH BOX MUST CONTAIN A SEPARATE FORM. It is recommended that you keep copies of this form and have all tracking information from the company you shipped through. Please be sure that you have tracked your packages PRIOR to the day of the event. Heinz Field nor the Pittsburgh Wine Festival is responsible for any lost or misplaced items. Seal all packages completely, we will not open any packages. It is preferred that you provide your product prior to the day of the event. Due to the volume of business at Heinz Field please do not call the facility to confirm your product delivery – all shipments/deliveries will be accepted between the hours of 8am and 3pm Monday through Friday and size is not a concern.

Please ship to:

Aramark/Heinz Field
North Service Tunnel, Gate 5
500 Art Rooney Avenue
Pittsburgh, PA 15212

Table Set Up, Heinz Field

Signage: We will have signage available to designate your brand name and table number, but we encourage you to bring signage to decorate your space (promotional items, giveaways, etc.). The tables are standard six foot tables. Signage should not exceed seven (7) feet in height. As usual the Heinz Field staff will deliver all of your wine products (that you send advance) to your table.

Table Requirements: Each table will be provided with ice and receptacles for disposing of wine and the service staff will assist with this process. If you have any special requests, please email Megan Cook at mcookpghwinefest@gmail.com. We recommend you bring any easels or wine keys with you. Take proper precautions as extra wine keys will be unavailable.

If you have a power requirement Heinz Field will charge \$80 (you must bring your own extension cord), it will add to your registration fee. You must request it on your table fee payment form (attached).

At the conclusion of the event anything left behind will be thrown out. Neither Heinz Field nor Pittsburgh Wine Festival LLC will be held responsible for anything left behind.

Parking

Event Day – May 4th

Parking information will also be posted at www.pittsburghwinefestival.com under the Directions link.

Check-In On May 4th.

Check in begins at 2 pm. Suppliers should check in at Gate B (East) entrance. You will receive a credential upon check in, or you can opt to have them sent to you electronically in advance. Three (3) credentials will be issued per table. No

exceptions will be made.

Lodging Offerings

Several hotels are located in the vicinity of Heinz Field. The contact details are listed below for your convenience. The Renaissance Hotel Pittsburgh is the preferred Hotel of the Pittsburgh Wine Festival and has a special \$99 rate for festival vendors and attendees (rooms are limited, so please reserve early).

Renaissance Pittsburgh Hotel

107 6th St.

Pittsburgh, PA 15222

Phone: (412) 562-1200

Get the special rate here:

http://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkData=Pittsburgh%20Wine%20Festival%5Epitbr%60PAWP-AWA%6099.00%60USD%60false%602%605/4/17%605/5/17%604/20/17&app=resvlink&stop_mobi=yes

Sheraton Station Square

300 W. Station Square Drive

Pittsburgh, PA 15219

Phone: (412) 261-2000

Spring Hill Suites

223 Federal Street

Pittsburgh, PA 15212

Phone: (412) 323-9005

Residence Inn

574 West General Robinson Street

Pittsburgh, Pennsylvania 15212

Phone: (412) 321-2099

Omni William Penn Hotel

530 William Penn Place

Pittsburgh, PA 15219

Phone: (412) 281-7100

Westin Convention Center Hotel

1000 Penn Avenue

Pittsburgh, PA 15222

Phone: (412) 281-3700

Double Tree by Hilton

One Bigelow Square

Pittsburgh, PA 15219

Phone: (412) 281-5800

Hyatt Place Pittsburgh-North Shore

260 North Shore Drive

Pittsburgh, PA 15212, USA

Phone: (412)-321-3000

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THURSDAY MAY 4, 2017
HEINZ FIELD EAST & WEST CLUB LOUNGE

\$525 Per Table - PAYMENT MUST BE RECEIVED BY MARCH 24, 2017

To fax or mail or email your payment info, please fill out the information below and send it in. *If you require power at your table you will incur an additional \$80 charge per table, per Heinz Field's policies.* Please indicate it below. LATE TABLE PAYMENTS WILL BE ASSESSED A \$75 FEE.

WINERY(S): _____
COMPANY: _____
BILLING CONTACT NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP _____ COUNTRY: _____
PHONE: _____
EMAIL: _____
WEBSITE/SOCIAL MEDIA: _____

PAYMENT INFORMATION (PAY ONLINE LINK BELOW)

<https://modtickets.com/Mod/Tickets/Tickets.aspx?id=1957>

CHECK ENCLOSED CREDIT CARD OTHER (Please indicate payee name, e.g. Southern, Majestic, etc.)

AMERICAN EXPRESS MASTERCARD VISA DISCOVER

Credit Card Number

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Expiration Date

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CVV

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NUMBER OF TABLES _____ I WILL REQUIRE POWER _____ TOTAL \$ _____

CARDHOLDER'S NAME (AS IT APPEARS ON THE CARD) _____

CARDHOLDER'S SIGNATURE _____

BILLING ADDRESS (IF DIFFERENT FROM ABOVE) _____

IMPORTANT: THIS FORM SERVES AS YOUR COMPANY'S INVOICE. PLEASE KEEP A COPY FOR YOUR RECORDS.

MAIL, EMAIL OR FAX COMPLETED FORM TO:

PITTSBURGH WINE FESTIVAL LLC.
904 Beaver Street
Sewickley, PA 15143
PHONE: (412) 281-2681
FAX: (412) 281-2683
EMAIL: events@pittsburghwinefestival.com

PITTSBURGH WINE FESTIVAL DELIVERY INFORMATION SHEET

COMPANY NAME _____

CONTACT NAME _____

CONTACT PHONE NUMBER _____

ASSIGNED TABLE NUMBER _____

(If the box does not contain wine please note here what the box contains. I.E. pens, bags, programs, etc)

BOX _____ OF _____

If shipping product, please affix this sheet to box

PITTSBURGH WINE FESTIVAL DELIVERY INFORMATION SHEET

COMPANY NAME _____

CONTACT NAME _____

CONTACT PHONE NUMBER _____

ASSIGNED TABLE NUMBER _____

(If the box does not contain wine please note here what the box contains. I.E. pens, bags, programs, etc)

BOX _____ OF _____

2017 Pittsburgh Wine Festival Auction Items

ITEM: _____

DESCRIPTION: _____

VALUE: _____

DONATED IN THE NAME OF: _____

CONTACT INFO: _____

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ COUNTRY: _____

PHONE: _____

EMAIL: _____

I will be shipping the auction item

I will be bringing the auction item with me

If shipping the item(s) please ship to:

Pittsburgh Wine Festival

904 Beaver Street

Sewickley, PA 15143

All auction proceeds benefit PIND (Pittsburgh Institute for Neurodegenerative Diseases) at the University of Pittsburgh. Thank you for your contribution. In order to provide time to prepare for the auctions, please email sheet to events@pittsburghwinefestival.com or fax this sheet to Pittsburgh Wine Festival at **412-281-2683**.