



# **BOURBONFEST 2025**

## **Vendor Information & Agreement**

**SATURDAY, September 20th, 2025**

**VIP HOUR: 2:00PM – 3:00PM – GENERAL ADMISSION 3:00PM – 5:00PM**

**THE COMMONS / 300 WASHINGTON STREET / COLUMBUS, INDIANA 47201**

### **APPLICATION PROCESS**

The Columbus Indiana Philharmonic will accept vendor applications until the available vendor positions are filled. This application does not guarantee acceptance. Accepted vendors must meet the event needs and agree to the terms and conditions. If you do not receive enough applications and the appropriate mix of vendors, we reserve the right to solicit vendors to fill remaining positions. There is no vendor fee to participate in this event.

### **WHAT YOU CAN EXPECT FROM ORGANIZER**

As a participating vendor, you can expect the Columbus Indiana Philharmonic to provide the following:

- Indoor event space patrolled by hired security
- A monitored sampling process with attendee sample limits
- Setup and teardown of all common areas including tables, water/snack stations, and auction areas
- Event layout guide and vendor space assignment
- Two 6-foot tables (requests for extras due by September 10th, 2025)
- Access to wall/floor outlets, bottled water, ice machine, trash receptacles
- Day-of access to venue loading docks
- Volunteers to punch passports (not serve alcohol)
- Disposable sampling cups
- Hors d'oeuvres during VIP hour and snacks throughout

### **VENDOR EXPECTATIONS**

To be accepted as a participating vendor at the 2025 Bourbonfest tasting event, the Columbus Indiana Philharmonic expects vendors to provide the following:

- Provide appropriate table coverings
- Have booth ready by 2:00 PM
- Bring enough product for 500–600 attendees
- Ensure responsible alcohol service; volunteers mark passports only
- Servers must have valid ATC Employee Permits (**due by September 14, 2025**)
- All vendors must be 21+ with photo ID
- Servers must be knowledgeable about products

- Submit Certificate of Insurance (**due by September 11, 2025**) with \$1M/\$2M general and liquor liability coverage
- Obtain festival permit from Seymour ATC Office (Lt. Brian Lang, [blang@atc.in.gov](mailto:blang@atc.in.gov))
- Vendors may sell sealed bottles, which must be removed after purchase
- Teardown begins at 5:00 PM

## **SETUP & TEARDOWN**

Vendor setup begins at 11:00 AM on **Saturday, September 20th, 2025**. Vendors may hang banners and signage. A vendor map will be shared before the event.

## **BOURBON SWAG AND GIVEAWAYS**

Vendors are encouraged to bring bourbon swag (e.g., hats, koozies, glasses, shirts) for VIP hour. Vendors may also donate items for the silent auction to benefit youth music education. Donations will be promoted from the stage.

## **BOURBON COCKTAILS**

Each vendor is encouraged to bring a pre-mixed cocktail. Recipe cards may be handed out to attendees.

## **TERMINATION OF VENDOR AGREEMENT**

Failure to provide insurance/permits by September 11, 2025, may result in termination. Vendor cancellations after this date may incur a \$500 fee.

## **PROMOTION OF BOURBONFEST, PARTICIPATING VENDORS**

The Columbus Indiana Philharmonic may use vendor names and likenesses for promotion. Vendors are encouraged to help promote the event. Logos will be provided.

## **GENERAL CONCESSIONS FOR BOURBONFEST 2025**

This is a fundraiser showcasing a variety of bourbons. Vendors are asked to maintain professionalism in appearance, staff conduct, and booth presentation. Contact us with any questions—we look forward to your participation!

## **CONTACT INFORMATION**

- Allison Kunkler, Bourbonfest 2025 Committee Chair– [alclare14@gmail.com](mailto:alclare14@gmail.com)
- Donnie Robinette, CIP Executive Director – [drobinette@thecip.org](mailto:drobinette@thecip.org)
- Office: 812.376.2638 x4