



## 2025 Winery Booth Information Sheet

### EVENTS

- **Winery Dinners**

- Local Cincinnati Restaurants
- Thursday, March 6, 2025, 6:30 PM Start

- **Grand Tastings**

- Freestore Foodbank Distribution Center, 3401 Rosenthal Way, 45204
- Friday, March 7, 2025      Trade Tasting      1:00 – 4:00 PM
- Friday, March 7, 2025      Consumer Tasting      7:00 – 9:30 PM
- Saturday, March 8, 2025      Consumer Tasting      2:30 – 4:30 PM
- Saturday, March 8, 2025      Consumer Tasting      6:30 – 9:00 PM

\*Please note that you must provide staff at each of the 4 Tastings listed above.

If you need staffing assistance, please contact: David Scully Beverage Marketing Group, 440-821-0541, [david@beveragemarketinggroup.com](mailto:david@beveragemarketinggroup.com)

- **VIP Tasting Room**

- Freestore Foodbank Distribution Center, 3401 Rosenthal Way, 45204
- Friday, March 7, 2025      Add On Ticket      6:00 – 7:00 PM
- Saturday, March 8, 2025      Add On Ticket      1:30 – 2:30 PM
- Saturday, March 8, 2025      Add On Ticket      5:30 – 6:30 PM

- **Charity Auction & Luncheon**

- Freestore Foodbank Distribution Center, 3401 Rosenthal Way, 45204
- Saturday, March 8, 2025      Charity Auction & Luncheon      9:30 AM – 2:30 PM

\*Please note Winery Hosts must arrive by 11 AM.

## SCHEDULE

- Thursday, March 6, 2025
  - Arrive at your Winery Dinner Location at 5:30 PM
- Friday, March 7, 2025
  - Load In: 8:00 am -11:00 am, booth setup no later than 12:00 PM
  - Trade Tasting starts at 1:00 PM
  - Dock entrance at the back of the building.
    - At the main entrance go straight towards the train tracks, do not turn into the front parking lot.
  - Each booth will be marked with a booth number and winery name.
    - As soon as the Tasting Guide is ready, we will provide a link here:  
<https://winefestival.com/events/grand-tastings-amp-collectors-tasting-room/>
- Saturday, March 8, 2025
  - Tear down: 9:00 PM
  - Please leave your wine behind to help support our mission.
  - Everything you brought in, please take out!

## HOTEL

- CIWF has room blocks at various hotels in downtown Cincinnati
  - This is the closest location to the NEW Freestore Foodbank !
  - For direct links, visit our website <https://winefestival.com/about-us/where-to-stay/>
    - \*If you call, be sure to ask for the Cincinnati International Wine Festival rate.

## SHUTTLE

- The venue is located just 10 minutes from downtown.
- Executive Transport Shuttles will run continuously throughout the hours of set up, trade, and consumer tastings. Plan for 30 minute intervals.
- Shuttle pick-up and drop-off point will be located at the downtown Cincinnati hotel with the highest number of CIWF reservations.
- CIWF will announce the exact shuttle location by email closer to the festival date.
- All city-center hotels are within a short walking distance of the shuttle pickup point

## BOOTH STAFFING: BADGES

How many staff members are needed at my booth? The grid below outlines staffing requirements by session:

	No. of Tickets	Friday Trade	Friday Public	Saturday AM	Saturday PM
Booth Size					
Full Booth		3	3	3	3
Half Booth		2	2	2	2

The ticket quantities above are only eligible for use by staff pouring wine.

Want to check out the festival as a guest? That's fantastic! Guest tickets may be purchased at <https://winefestival.com/tickets/>

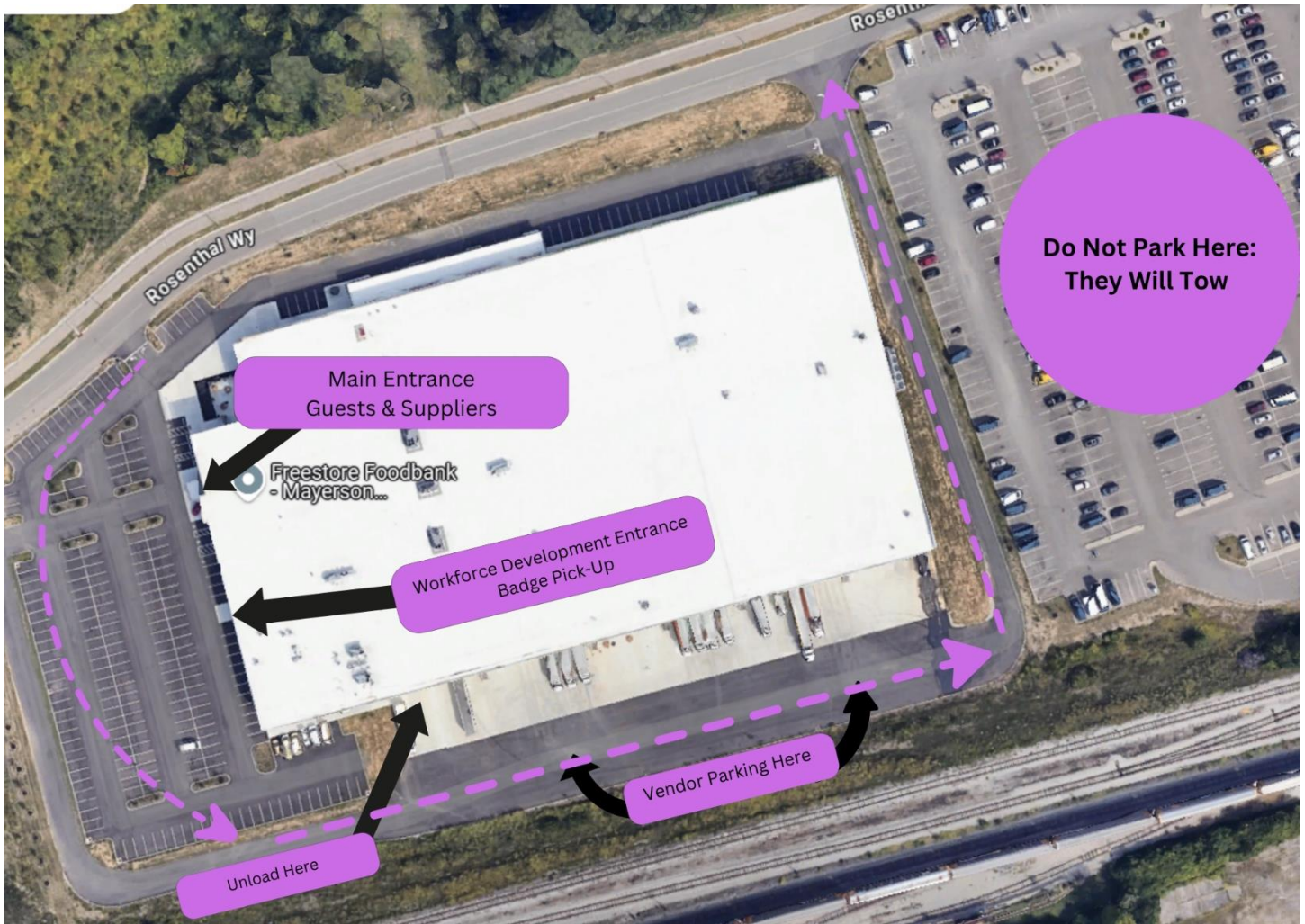
All staff members pouring wine will receive a lanyard with a **BADGE** to wear while working.

Please note that you may have received pourer's tickets instead of badges in the past. We are no longer issuing pourer's tickets. **All staff will now receive badges.**

The names of your staff members must be emailed to [sgagnon@winefestival.com](mailto:sgagnon@winefestival.com), by **Friday 2/28**. If you do not submit names by 2/28, staff will receive a nametag listing your company name.

**Badges will be printed and available for pickup at the Vendor Check-In Table**, located directly inside the Workforce Development Entrance of the **NEW Freestore Foodbank Community Resource & Distribution Center 3401 Rosenthal Way Cincinnati, OH 45204**

See Map on next page:



**Directions:**

Freestore Foodbank, Community Resource & Distribution Center  
3401 Rosenthal Way, Cincinnati, OH 45204

**From Downtown Cincinnati**

Fountain Square, 520 Vine St, Cincinnati, OH 45202

- Head north on Vine St toward Fountain Sq Plz
- Turn left onto W 6th St
- Keep left to stay on W 6th St
- Continue onto Ohio River Scenic Byway/River Rd
- Turn left onto Ohio River Trl/Stefan Cremer Ln
- Turn right onto Ohio River Trl/Railside

## **From 71 South**

- Merge onto I-71 S toward Louisville
- Use the left 2 lanes to merge onto US-50 W/W 6th St toward River Rd
- Continue to follow US-50 W
- Turn left onto Ohio River Tr/Stefan Cremer Ln
- Turn right onto Ohio River Tr/Railside Ave/Rosenthal Wy
- Continue to follow Ohio River Tr/Rosenthal Wy

## **Rules and Regulations:**

Per our temporary liquor permit:

Employees of a manufacturer, supplier or wholesale distributor may assist in serving wine.

Booths are not permitted to conduct any sales at the Freestore Foodbank.

All pouring must end precisely at the posted event end times each evening (Nothing after 9:30 pm on Friday, 4:30 pm on Saturday afternoon or after 9:00 pm on Saturday evening).

## **Quantity of Wine:**

Please provide at least 1 case of each wine being poured at the Grand Tasting. Extra wine is highly recommended for any Wine Competition medal winners.

## **Booth Décor:**

The Cincinnati Wine Festival will provide a booth sign to identify your booth. This sign is white with black letters and hangs on the drapery behind your tables. You may enhance the look of your front table with simple additions such as flowers, brochures, small giveaways, etc. Do not hand out any bags. Please do not bring items which are tall, easily knocked over or easily broken. No signage is allowed in front of, next to, or behind the tables. We try to maintain a consistent look and feel for all wine booths, so that the focus remains on the wine. The Wine Festival Staff and Committee will have the right to approve or remove any décor.

## **Medals & Additional Signage:**

If applicable, we will hang Medal Winner and Winemaker Present signage at your booth. Additionally, medal winners will receive a medal to display on a bottle of their winning wine. Medals will be distributed on site during setup. We recommend taping the medal to the bottle to keep it secure.

## **Additional Supplies Provided:**

Each booth will also receive a dump bucket, as well as bus tubs for icing your wines.

## **Guidelines for Pourers, Wineries, and Distributors**

Please be in your booths no less than 15 minutes prior to each session's start time.

We will provide flow restrictors. Please pour only 1-ounce per person.

Pour Responsibly. It is your responsibility to ID anyone who looks under 21.

Do not serve anyone who appears intoxicated. If you need assistance, contact a staff member.

Please make sure there is someone in your booth at each session who can speak intelligently about the wines. Our guests are there to taste and learn.

If a glass breaks, seek assistance from either a festival staff member, committee member, or custodial staff.

Please do not open any new bottles with less than 15 minutes remaining before the end of an evening tastings (9:15 pm Friday and 8:45 pm Saturday). The provided pour tops include a cap to seal the wine for overnight storage.

**Please place all trash and empties on the front table of your booth for collection at the end of each session. Place partial bottles and other remaining wine under the table and out of sight.**

After the last session on Saturday night, pour out all opened bottles and place all empty bottles in front of the booth. Box up all full bottles and place in front of booth for pick-up. Make certain that someone stays with the wines until they are picked up by the distributor or wine festival staff. Please consider donating any unused bottles to the wine festival for next year's silent auction lots. We will be happy to haul them for you.

Do not give away empty, full, or partially full bottles. No one except an authorized distributor is permitted to remove wine from the Exhibit Hall. PLEASE use the loading dock exit when removing wines from the Exhibit Hall. You will be stopped if using the front entrance. You may not sell wine.

We will attach a laminated set of instructions at each booth to remind everyone of this information and important safety information. Thank you for your cooperation and participation in the Cincinnati International Wine Festival!

## FAQ's

### 1. How can we register our staff working at the booth?

To streamline the check-in process, all staff working at your booth will receive a lanyard with a name **BADGE** (please see quantities on page 3 above). Please register the staff members working your booth by emailing their names to [sgagnon@winefestival.com](mailto:sgagnon@winefestival.com), by **Friday 2/28**. If you do not submit names by 2/28, staff will receive a nametag listing your company name.

Badges will be printed and available for pickup at the Vendor Check-In Table, located directly inside the Workforce Development Entrance of the Freestore Foodbank Community Resource & Distribution Center 3401 Rosenthal Way Cincinnati, OH 45204. Please see page 5 for a map.

### 2. How early on 3/7 and 3/8 can people get in to set up?

**Friday, March 7, 2025**, Load In: 8:00 am -11:00 am, booth setup no later than 12:00 PM. The dock entrance at the back of the building. At the main entrance go straight towards the train tracks, do not turn into the front parking lot. Please see the map on page 5 for details. **Saturday, March 8, 2025** – Ensure your booth is prepped in time for the first grand tasting at 2:30 pm. Tear down: 9:00 PM. Everything must be removed that night.

### 3. Is a COI required? If so, can you please share a template and where it should be sent?

Yes, a certificate of insurance is required. Completed COIs should be emailed to [sgagnon@winefestival.com](mailto:sgagnon@winefestival.com). A template can be found by [clicking here](#).

### 4. Can we bring in our own product, or do we need to work through your concessionaire?

If you are represented by a distributor in Ohio, your distributor will coordinate the delivery of your product, but if you are bringing a product that is new or unavailable in this market, you may need to bring those items with you.

Please provide at least 1 case of each wine being poured at the Grand Tasting. Extra wine is highly recommended for any Wine Competition medal winners.

Distributors will drop product at the venue on Friday, March 7, 2025 beginning at 7:00 AM. You may access the venue from 8:00 am - 11:00 am. Please ensure your booth is set up no later than 12:00 PM.