

VENUE

Old Town Walkabout Participant Agreement & Contract Packet



2026 MIDWEST WINEFEST

**940 SOUTH ST. FRANCIS
WICHITA, KS 67211**

WWW.MIDWESTWINEFEST.ORG

IMPORTANT DATES

In an effort to fulfill all benefits promised, below is a list of important submission dates for the information we need you to provide. In order for us to meet our obligations, please meet these due dates. We greatly appreciate your support of Midwest Winefest, the Guadalupe Health Foundation, and the patients of Guadalupe Clinic.

Contracts and logos can be sent to Ashley Buckner at:

Guadalupe Health Foundation
940 South St. Francis
Wichita, Kansas 67211
abuckner@guadalupeclinic.com

MARCH 6, 2026

- Turn in completed Participation Form

MARCH 20, 2026

- Logo due for online publication
Late submissions are not guaranteed publication

APRIL 23, 2026 – OLD TOWN WALKABOUT

- 4:00 PM Must be open for us to begin dropping off supplies
- 5:00 PM **Caterers** will deliver food samples to your venue
- 5:00-5:20 PM Volunteers arrive to serve food and wine samples
- 5:30 PM Event begins
- 8:00 PM Event ends



BENEFITS

- Showcase your business – 1,000 attendees will attend the Walkabout
- Your business name and logo will appear on the Old Town Walkabout page of our website as a valued partner
- We provide volunteers to serve your food samples and serve our wine samples
- We provide volunteers to ensure that participants do not leave your establishment with wine in their glasses; as required by law
- We deliver and set up all supplies for wine sampling and event signage
- We pick up all supplies and signage immediately following the event
- Know YOUR participation provides health care for families in need in our community!

OTHER WAYS TO GET INVOLVED:

- Consider donating to the silent auction. It gives you additional publicity and helps us to raise more funds for the uninsured!
- You can connect your business through our Facebook page by liking, following, and sharing our event!

RESPONSIBILITIES

Venues provide their space for a caterer to serve food samples during the Walkabout.

- Meet all deadlines outlined on page 2: Important Dates
- Provide a prominent location for volunteers to serve that has a suitable flow for attendees to walk through your business
- We will partner you with a caterer who will prepare and deliver all food samples; volunteers will serve these samples, along with wine, from your space
- Provide at least one table and trash can for food and wine station – we recommend an 8-foot table or comparable space to accommodate up to 4 volunteers
- Be set-up and ready to host on Thursday by 5:00 PM

TERMS AND CONDITIONS OF AGREEMENT

A. COMMITMENT & CANCELLATION POLICY:

By signing this agreement, the Venue commits to providing space for the assigned caterer and clinic volunteers for the duration of the event. Because caterers are assigned to specific locations, a Venue cancellation leaves a partner business without a location to serve.

- **Cancellation Notice:** We require a minimum of 30 days' written notice prior to the event date for cancellation.
- **Late Cancellation:** Failure to host on event day or cancellation within 14 days of the event may result in removal from future promotional opportunities and potential exclusion from subsequent Foundation events.

B. REQUIREMENTS & LOGISTICS:

Deadlines: Venue agrees to meet all deadlines outlined in the "Important Dates" section.

Staffing: Volunteers will be provided by the clinic to serve food and wine samples.

Venue staff are encouraged to be present to engage with the 1,000+ expected attendees.

Ready Time: Venue must be set up and ready to host by Thursday at 5:00 PM.

BINDING ACCEPTANCE:

By signing below, I certify that I am authorized to enter into this agreement on behalf of the Company listed. I have read and agree to the Terms and Conditions and Responsibilities outlined in this document.

Company Name

Printed Name

Title

Your Signature

Date



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PARTICIPATION AGREEMENT AND CONTRACT

This Agreement states the terms under which the undersigned ("Venue") agrees to host a tasting station for the 2026 Midwest Winefest benefitting the Guadalupe Health Foundation.

GENERAL INFORMATION

Company Name: _____ Phone: _____

Contact Person: _____ Cell: _____

Address: _____

City: _____

State: _____ Zip: _____ Email: _____

YES, use last year's logo NO, I will provide a new logo (**by March 9th**)

PARTICIPANT INFORMATION

I request to participate as:

Restaurant (Food & Venue) Caterer Only Venue Only

Signature items to be served: (1) _____ n/a

(2) _____ n/a

Additional/Special Requests:

Your Signature

Date



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