

# WINERIES CHECK IN/OUT PROCEDURES

## CHECK IN

- Winery booth set up is between noon and 6:00 p.m.
- All winery check in/wine delivery – use loading dock entrance, Three Rivers Convention Center (TRCC), 7016 W. Grandridge Blvd., Kennewick, Wash.
- **No winery check in or deliveries through TRCC's front entrances.**
- At loading dock, volunteers will provide directions to Winery Central.
- At Winery Central, starting at noon:
  - Receive festival **vendor badges**.
  - Check in wines.
  - Get table assignment.
  - Receive wine pourers and any other instructions.

Parking recommendation: From the loading dock, left on Grandridge, then left into north/east parking lot. (***Note: Do not park in the Marriott SpringHill Suites parking lot unless you are staying at the hotel.***)

To comply with TRCC policies, **TRCC staff will check individuals pouring wines for Washington wineries for:**

Official photo ID.

Class 12 Mixologist Permit. (***Note: Idaho, Montana and Oregon wineries are urged to present the equivalent certification, if applicable; but, official photo ID is required.***)

All individuals pouring wine must be at least 21 years old.

- Set up must be completed by 6:00 p.m.
- **At 6:00 p.m. entrants must be in the Great Hall for festival orientation.**
- Doors open at 6:30 p.m. for Tri-Cities Wine Society (TCWS) members; 7:00 p.m. for nonmembers.

## PROCESSING OUT

- At the end of the festival, 10:00 p.m.:
  - Leave measured pourers on the table.
  - Separate empty bottles from full or partially full bottles. Place empty bottles on the table at one end, preferably in a case box.
  - Place partially full bottles in the middle of the table.
  - You may take your unopened bottles or leave them as a donation to the TCWS. If left, put on opposite end of the table from empty bottles.
- No open bottles of wine can leave the TRCC.
- **Reload vehicles/depart using the drop-off location, rear of TRCC.**

**Questions**: Call Blaine Hulse, 509.531.7454

***Thank you for your cooperation and support!***