



Northern Decadence Vermont
PO Box 164
Waterbury, VT 05676
www.northerndecadence.com

2013 Northern Decadence Food & Travel Expo
Policies and Procedures For Vendors
Sunday, September 15, 2013 Noon-5pm
Battery Park, Burlington, Vermont

Registration & Payment

Advanced registration is required for vendor/exhibitor space. A completed Vendor Registration Form, ad print materials and payment in full by check are required by August 1, 2013 to confirm your reserved space. Please make checks payable to Vermont Gay Tourism Association and mail to P. O. Box 164, Waterbury, VT 05676.

Hours of operation:

Vendor Exhibits are open to public- Sunday, September 15, 12 noon - 5 pm. Vendors and exhibitors are required to stay for the entire duration of the show. *Early departure is not permitted.*

Set-up:

You may set up your booth on Sunday, 6:00am – 10:00 am. Your booth must be set up no later than 10:00 am. All displays and signage must fit within your vendor space. No overflow into aisle way.

Location:

The Show will take place in Batter Park on Battery Street, Burlington, VT in a tented space as part of the Pride Vermont Festival. Parking is available in the attached city garage behind the Courtyard Marriott and Hilton hotels. Street parking is also available.

Sampling & Selling:

Tickets are sold to visitors based on the premise that they will be able to taste and sample. **Food Vendors are required to bring at least 300 samples.** Vendors are encouraged to sell their products or services, take advance orders, and collect customer contact information.

Demonstrations:

All demonstrations will be must be scheduled in advanced with the Expo producers. On the day of the Expo: All presenters should check in with Jo Sabel Courtney thirty minutes prior to scheduled presentation.

Insurance:

All vendors must supply proof of general liability insurance for One Million Dollars (\$1,000,000) and name Vermont Gay Tourism Association and the City of Burlington as an "Additional Insured."

City of Burlington Vendor Form and Fee

The City of Burlington requires all vendors to submit their Vendor Application Form and pay a \$30 Vendor Fee (commercial businesses) or \$15 (non-profits). You may include this fee in your payment to VGTA.

Equipment:

There is no electricity available in the ND tent. Please notify us if you are planning on bringing your own tables, linens, or special displays. No discounts for bringing your own equipment.

Employees or vendor volunteers:

You are allowed four staff people per a Standard booth and six per a Premium booth. Additional staff will be \$10 each. You must supply a list of booth staff in advance. Name badges will be issued and must be worn for admission. No one will be permitted entry without an ID badge.

CONTACT:

Jo Sabel Courtney, Northern Decadence Coordinator
PO Box 164, Waterbury, VT 05676
jo@northerndecadence.com
Tel: 802-760-8145
Fax: 802-552-4082