



## Exhibitor Confirmation

On behalf of Vermont Business Magazine, thank you for registering to participate in the 5<sup>th</sup> annual Made in Vermont Marketplace. This letter confirms your participation as well as provides other pertinent details for your planning purposes.

### Booth Details:

- ✔ Booths will be located in the Blue Ribbon Pavilion and the three adjoining exhibit rooms at the Champlain Valley Exposition
- ✔ Standard booth includes: Black pipe & draped 8' high back wall and Silver 3' high side wall, 6' skirted table, two chairs, and wastebasket.
- ✔ Vermont Specialty Food Market booth includes: Black pipe & draped 8' high back wall; 6' skirted table, two chairs, and wastebasket. **Side rails are not provided.**
- ✔ Spirit Pavilion Table includes: 3' high back skirting, 6' skirted table, two chairs, and wastebasket. **Side rails are not provided.**
- ✔ Spirit Pavilion Vendors: If you are planning on selling or providing beverage tastings, please make sure you have the appropriate permit from the VT Department of Liquor Control (VT DLC). They will be in to inspect, and if you do not have this then you will be asked to leave the show. For information on what permit you will need, please contact the VT DLC by calling 802-828-2345, or visit their website <http://liquorcontrol.vermont.gov/licensing>
- ✔ 4' x 8' Table Display includes: Black 8' high drape back wall, 6' skirted table, two chairs, and wastebasket. **Side rails are not provided.**
- ✔ Complimentary admission passes will be available for booth personnel.
- ✔ 20 complimentary show tickets per company.
- ✔ Marketing before, during and after show on [www.vermontmademarketplace.com](http://www.vermontmademarketplace.com), trade show program including listing and description.

### Set-Up, Tear-Down & Show Hours:

#### Booth Set-Up

Friday, April 6, 2017: 2:00 pm – 8:00 pm

*\*All booths must be set-up by 8:00 pm on Friday.*

#### Show Hours

Saturday, April 7, 2017: 9:00 am - 6:00 pm

Sunday, April 8, 2017: 10:00 am - 4:00 pm

#### Tear-Down

Sunday, April 8, 2017: 4:00 pm - 7:00 pm

*\*Exhibitors are not permitted to begin booth tear-down until 4:00 pm on Sunday. Everything must be removed by 7:00 pm.*



### **SER Exposition Services – Show Decorator:**

- ✔ You will receive a “show kit” and service manual via email including information about electricity, shipping, renting equipment & extra tables, etc.
- ✔ If you have a question before receiving the information, please call (508) 757-3397 or email [exhibitorservices@serexpo.com](mailto:exhibitorservices@serexpo.com)

### **Unloading/Parking:**

- ✔ Enter the Expo via Route 15 and use Gate B
- ✔ Follow the signs to the unloading area
- ✔ Exhibitors will have 15-minutes to unload via the overhead door in the exhibit area
- ✔ Vehicles may not drive onto the show floor

### **Lodging:**

Trade Dukes Hotel Burlington is offering a discounted group rate of \$89 per night until March 1<sup>st</sup> or if hotel sells out. Please make a reservation by calling 888-895-1979 and asking for the Made in Vermont rate.

### **Raffle Donation:**

- ✔ Donate a door prize! Attendees will have the chance to enter in in the MIVT Raffle. A door prize will be given away every hour! All donations are welcome (except alcohol). If any Breweries, Distilleries, or Wineries are interested in donating a product it must be in the form of a gift card.

### **Please Return the Following Requested Items by March 9, 2018**

- ✔ Name Badge Form
- ✔ Form can also be found at: [www.madeinvermontmarketplace.com](http://www.madeinvermontmarketplace.com) , please download the pdf.



### Electrical & Rental Services

All Exhibitors Requiring Exposition Services Must Complete This Form & Return With Full Payment

Event Name: \_\_\_\_\_ Event Dates: \_\_\_\_\_

Exhibitor Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Business Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Service	Standard Fee Per Day	Number Of Days On Site	Total
Each 110V 20 Amp Dedicated Circuit	\$15.00		\$
208V 30Amp Circuit	\$45.00		\$
208V 50 Amp Circuit	\$60.00		\$
*Telephone service—local, calling card & credit card verification only If you are going to be using a long-distance carrier contact Fair Point directly (see below)	\$195.00 For Event		\$
<b>WI-FI Wireless available on site (\$19.95 3-day pass)</b>	<b>Must Be On-Site for On-Line Sign-up</b>		
	For Event	Number Needed	\$
			\$
			\$
			\$
<b>Total Due CVE</b>			\$

CHECK #: \_\_\_\_\_

TOTAL PAID \$ \_\_\_\_\_

- For telephone service call Fair Point Business Office at 1-800-941-9900. Please note: limited hookups available, call CVE to check availability Jeremy Spaulding, 802-878-5545.
- You will be required to supply your own UL Rated, commercial grade, 3or 4-wire grounded electrical cord, sub panel and other equipment necessary to reach the nearest electrical panel for any booth or concession requiring more than two 20 amp circuits. Equipment not in compliance will not be connected. Any equipment brought to be installed will be installed by a CVE Electrician.
- Wall, column and permanent building utility outlets are not considered part of booth space and are not to be used by exhibitors unless specified otherwise.

**Any returned checks for the above services will be subject to a \$25 service fee and will not qualify for the early sign-up discount. Payment for a returned check is required in the form of a money order or cash. Fees for rentals and/or electrical services are non-refundable and are non-transferable. No refunds will be given for rentals and/or electrical services once the order has been placed. Post-dated checks will be voided and returned.**

Please make check payable to the Champlain Valley exposition - complete form and return with full payment to:

Champlain Valley Exposition  
 Special Events Department  
 Attention: Jeremy Spaulding  
 P.O. BOX 209, Essex Junction, VT 05453-0209  
 802-878-5545 x 16 or e-mail: [jspaulding@cvexpo.org](mailto:jspaulding@cvexpo.org)  
 Fax: 802 878-2151

<p><b>Credit Card: Circle either Visa or Mastercard</b>  <b>Card Number:</b> _____  <b>Expiration Date</b> ___/___ CV # _____  <b>Name on Card:</b> _____  <b>Signature:</b> _____</p>
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# Exhibitor Badges

Please type or neatly print the names of the representatives who will be staffing your booth. Name tags will be prepared from this list and available at the exhibitor station near the main entrance of the show. Please check in when you first arrive at the show.

Business Name: \_\_\_\_\_

1. First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

2. First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

3. First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

4. First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

5. First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

6. First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

7. First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

8. First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

9. First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

10. First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_