



September 16 – 25, 2016

[www.TheVermontFestival.com](http://www.TheVermontFestival.com)

Dear Sir or Madam,

We are currently seeking vendors for the **2016 Vermont Wine & Harvest Festival**. We are pleased to share that the Vermont Wine & Harvest Festival has been designated as one of North America's Top 100 events by the American Bus Association, the only Vermont event to have made the list! This year's Festival takes place September 17<sup>th</sup> and is bookended by weekend events: Friday the 16<sup>th</sup> – Wine Stroll-Soup Contest, Saturday the 16<sup>th</sup> - the Wine and Harvest Festival and Wine Auction, and Sunday the 18<sup>th</sup> - the Vermont Wildlife Festival. Wine events will once again take place throughout the Deerfield Valley over the weekend, including a number of Vermont wine pairing dinners, Vermont Wine tasting seminar and cheese sampling, and a Sunday morning Taste of Vermont Pancake Breakfast.

The Wine & Harvest Festival on the 17<sup>th</sup> celebrates the products, food, art, distilleries, and wineries of Vermont. This 9th Annual Festival will be another fantastic opportunity for artisans from across Vermont to come together to showcase their crafts. Vintners, painters, publishers, cheese makers, weavers, potters, jewelers, chefs, photographers, farmers, chocolatiers, demonstrations --- all Vermont businesses are welcome to participate in this showcase for Vermont in the southern Green Mountains. We will restrict the number of vendors selling similar products to just four with preference given to past vendors.

The Festival was created to be a destination event and is promoted and packaged to late summer and fall travelers, day trippers, and Vermonters. The Deerfield Valley is a major tourist destination in the summer and fall.

On Saturday the 17<sup>th</sup> the Festival is being held at the Mount Snow Resort in Dover where vendors will be given booth space under gorgeous tents from 10am to 5pm. Last year Festival-goers shopped, tasted and savored a truly unique Vermont experience. There were over 70 Vermont vendors made up of 18 Vermont wineries and distilleries including award-winning Shelburne Vineyards, North Branch Vineyards, Whistle Pig Distillers, Caledonia Spirits & as well as local crafters and artists. Stay tuned for more news on our website where vendors are concerned as there may be more opportunities for vending on Sunday the 18<sup>th</sup>. Complete Vendor applications online at <http://www.thevermontfestival.com/Vendors/>

We hope you will consider participating in this great Festival. Please feel free to contact me at any time to further discuss being a vendor and again, thank you in advance for your consideration.

Best,

Sharon Cunningham, Executive Director  
Mt. Snow Valley Chamber of Commerce/Southern Vermont Deerfield Valley Chamber of Commerce  
[Sharon@visitvermont.com](mailto:Sharon@visitvermont.com) 802.464.8092



# Rules, Regulations and Policies

September 17, 2016

[www.TheVermontFestival.com](http://www.TheVermontFestival.com)

## General

1. Vendors are required to set up at the Mount Snow Resort site by 9:00 am on Saturday, September 17. Friday set-up will also be available from 3pm – 6pm.
2. Limited power is available – Power will be supplied with completed Pricing Form for a \$25 flat fee per booth. Please indicate details of vendor power needs on Pricing Form. Due no later than July 1, 2016
3. If you need a phone line to process credit cards there will be a \$200 charge. Please reserve by July 1, 2016. Wi-Fi and Cellular service were used in past without issues.
4. Additional tables are available for rent. Cost is \$10 per 6 foot table and must be reserved prior to July 1, 2016.
5. Please submit the Certificate of Insurance with information requested by Mt. Snow Resort, Ltd. attached herein. For further information contact [candy@visitvermont.com](mailto:candy@visitvermont.com).

## Winery or other liquor requirements

1. Copy of License to sell vinous or spirituous beverages must be provided at time of application.
2. Please remit Certificate of Liquor Liability Insurance policy with application.
3. Proof of attendance to VT Department of Liquor Control Certificate of First Class Seminar must be on your person during the Festival.

## General Information for artists and crafters:

1. There are a limited number of booths allotted to crafts and arts.
2. We will limit the amount of artist and craft vendors selling similar items (pottery, jewelry, etc.) to four.
3. Early applications will receive preference on booth placement.

## General Information for vendors:

1. Block rooms may be available – check <http://www.TheVermontFestival.com> for details or [www.VisitVermont.com](http://www.VisitVermont.com) in the future for area information and driving directions.
2. Opportunities to vend at other weekend events possible, please contact the Chamber office at 802-464-8092 for details after May 1, 2016.
3. Promotional Rules will be provided by Festival. Usage rules apply.

## Checklist for Information to Return to the Chamber:

1. Signed Application/Contract: Due July 1, 2016
2. Payment for Vendors at the Sept. 17, 2016 Wine and Harvest Festival: See Pricing Form
3. Certificate of Insurance
4. Wineries and Distilleries: See above for additional DLC information required
5. If applicable, Festival Guide Order Form, Art, and Payment



# Application/Contract

September 17, 2016

[www.TheVermontFestival.com](http://www.TheVermontFestival.com)

Company: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Alternate phone: \_\_\_\_\_

Email: \_\_\_\_\_ Web address: \_\_\_\_\_

### Company listing information (for website and materials)

Product to be supplied \_\_\_\_\_

Brief description (25 words or less): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**A 50% deposit is required with this application.** Exhibit space will not be assigned until payment is received.

**Make checks payable** or complete credit card info at bottom of Pricing Form and return to:  
Mt. Snow Valley Chamber of Commerce (MSVCOC) 21 West Main St. Wilmington, VT 05363  
802-464-8092 candy@visitvermont.com [www.TheVermontFestival.com](http://www.TheVermontFestival.com)

## **Exhibit Space Reservations are Subject to Acceptance of this Application/Contract by Event Management**

### **I AGREE TO ABIDE BY SHOW RULES, REGULATIONS, AND POLICIES**

Printed name: \_\_\_\_\_ Title: \_\_\_\_\_

Authorized signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **COMPUTATION OF EXHIBIT FEE**

Vermont Exhibitors may pay the entire fee with submission of this Contract; or if this Contract is submitted prior to May 11, 2016 elect to pay one-half of the Exhibit Fee at the time of submission. Balance is due by July 1, 2016. If submitted after the deadline the entire Exhibit Fee must accompany Contract.

Out of State exhibitors may submit contract forms beginning June 1, 2016 and will be accepted on a space availability first come-first serve basis. Full payment is required at the time of submission.

**CANCELLATION POLICY:** Mt. Snow Valley Chamber of Commerce (MSVCOC) must be notified *in writing* of an exhibitor's desire to cancel exhibit space. If notification is received before July 1, 2016, a full refund will be issued. Cancellation of exhibit space after July 1, 2016 will result in a forfeiture of the total cost of space- no refund will be issued. All refunds will be sent at the conclusion of the event.



## Pricing

September 17, 2016

[www.TheVermontFestival.com](http://www.TheVermontFestival.com)

**\*\*\*\*\*DEADLINE: Friday, July 1, 2016 FOR ALL PAYMENTS\*\*\*\*\***

<b>Opportunity (Please select one exhibit option)</b>	<b>Vendor Pricing Before 6.1.16</b>	<b>Vendor Pricing After 6.1.16</b>	<b>Extended Total Due by 7.1.16</b>
<b>Standard Vermont Exhibitor Package</b> (Vermont Businesses, crafters, vendors) <b>10' x 10' exhibit space includes ONE 6' table</b>	\$110	\$125	
<b>Out of State Exhibitors:</b> <b>10' x 10' exhibit space includes ONE 6' table</b>	Applications accepted after 6.1.16	\$225	
<b>Vermont Wineries and Distilleries</b>  <b>10 exhibit space includes ONE 6' table</b> See Vendor Rules, Regulations and Policies for important additional information	\$275	\$350	
<b>Option: 10 x 20 exhibit space</b> See Vendor Rules, Regulations and Policies for important additional information	\$425	\$500	
<b>Chamber can supply trained pourer staff to work your booth</b> <i>MUST sign up by 7.1.16</i>	\$50 per trained pourer per 5 hour shift	# of Pourers Needed_____	\$
<b>Additional 6' Tables</b> In addition to the ONE 6' table Provided Sign up by 7.1.16	\$10 per table	# of Tables_____	\$
<b>Direct Phone Line</b> (* Wi-Fi and Cellular were used last year without issues.*) Sign up by 7.1.16	\$200	\$200	\$
<b>Electric Needs: Flat fee per booth</b> <b>This is not guaranteed-</b> Chamber will confirm- please consider electric alternatives. All applications must be rec'd by 7.1.16	# Amps / # Needed _____/_____ _____/_____	Choose: Appliance/Lighting Appliance/Lighting	\$25.00
<b>10 % Discount For SVDVCOG MEMBERS</b>			
<b>TOTAL</b>			\$

### CREDIT CARD PAYMENTS

Visa \_\_\_ MasterCard \_\_\_ American Express \_\_\_ Account # \_\_\_\_\_ Expiration date \_\_\_\_\_

Printed Name on Card \_\_\_\_\_ CCV # \_\_\_\_\_

Authorized Signature \_\_\_\_\_

I authorize Mt. Snow Valley Chamber of Commerce to debit my credit card for the charges on this Contract.



All vendors must fill out the description of Operations/Locations/Vehicles (Additional remarks) with the following:

**Additional Insured**

**Mount Snow, Ltd. and Peak Resorts Inc. 39 Mount Snow Rd., PO Box 2805, West Dover, VT 05356**  
**Mount Snow Region Chamber of Commerce 21 West Main Street Wilmington, Vermont 05363**

**GENERAL INSURANCE AGREEMENT FOR VENDORS ON MOUNT SNOW PREMISES:**

In consideration of obtaining access to any portion of Mount Snow property you, the VENDOR, agree to provide Mount Snow Attn: [dandersen@mounsnow.com](mailto:dandersen@mounsnow.com) with the following prior to entering its property:

**A. Certificate Holder:**

Mount Snow, Ltd. and Peak Resorts Inc.  
39 Mount Snow Rd., PO Box 2805,  
West Dover, VT 05356.

**B. General Liability:**

A Commercial General Liability policy is required with not less than \$1,000,000 for each occurrence and a general aggregate of not less than \$2,000,000. Mount Snow, Ltd. and Peak Resorts Inc., its officers, directors and agents must be named as additional insured on the VENDOR'S general liability policy.

**C. Workers Compensation:**

Workers Compensation insurance shall be provided as required by applicable law.

**D. Automobile:**

Proof of automobile policy with minimum combined single limits of \$1,000,000 per accident is required.

- E. All premiums shall be paid by VENDOR and the evidence of payment or proof of any such insurance delivered to Mount Snow prior to commencing business operations at Mount Snow.
- F. If any policy is cancelled, VENDOR shall immediately provide Mount Snow with evidence of replacement policies and evidence of the payment of all premiums in connection therewith. The failure to do so shall entitle Mount Snow to terminate or suspend any Agreement immediately in its sole discretion and/or request such VENDOR vacate the premises. VENDOR agrees to maintain insurance meeting the foregoing requirements at all times during the term of VENDORS' presence on Mount Snow property.
- G. VENDOR shall use its best efforts to insure that all such insurances shall contain an agreement by each insurance company that the policy or policies issued by it for VENDOR will not be cancelled, or the coverage changed, without at least fifteen (15) days prior written notice to Mount Snow.
- H. The insurance policies described in this Section shall be primary and not contributory to other insurance coverage carried by Mount Snow. Evidence of such primary coverage shall be provided by VENDOR on its certificate of insurance. Such insurance shall be obtained from companies with a BEST Guide rating of A VII or better. Such insurance shall be written on forms acceptable by Mount Snow, and shall provide that the coverage thereunder may not be reduced or canceled unless 15 days prior written notice of cancellation is furnished to Mount Snow. VENDOR'S C.G.L., Auto and W/C policies shall be effective upon the execution of this Agreement and shall continue through the term of this Agreement.
- I. In the event that Mount Snow damages VENDOR'S property, through no fault of VENDOR, Mount Snow shall be responsible for the repair or replacement cost of such property. VENDOR agrees that it will notify Mount Snow immediately of such loss by filing a written damage report with the Mount Snow Mountain Operations Director within 24 hours of any incident of loss. Mount Snow will immediately investigate the incident. If the incident is confirmed Mount Snow shall then have the option of making the repair to the property or compensating VENDOR for its loss.



## Festival Guide

September 17, 2016

[www.TheVermontFestival.com](http://www.TheVermontFestival.com)

### On Stands August 1, 2016

The Southern Vermont Deerfield Valley Chamber of Commerce is producing a **Festival Guide** for the 9th Annual Wine and Harvest Festival to be held from September 16 – 29. This year we will be attracting our largest crowds ever as we partner with additional events including Friday the 16<sup>th</sup> – Wine Stroll/Soup Contest, Saturday the 16<sup>th</sup> - the Wine and Harvest Festival and Wine Auction, and Sunday the 18<sup>th</sup> - the Vermont Wildlife Festival and Farm Breakfast.

The Festival Guide will be given to all expected 3500 Festival attendees upon their arrival: More importantly, this highly engaging brochure will premier publically August 1st at hotels, restaurants, resorts, and other local enterprises. We are looking forward to inspiring our Blueberry Festival and Labor Day weekend visitors to come back to the Valley during our Vermont Chamber of Commerce 2016 Top Ten Fall Event.

The 4.5”w x 5.5”h Guide will include information on the nine-day Wine and Harvest Festival. Including the Wine Stroll/Soup Contest and Festival itineraries and maps, Rotary Wine Auction, Vermont Wildlife Festival, Restaurant Week promotions, and is your opportunity to incorporate ads, photos, Restaurant Week information, &/or coupons to be used at any time of the year.

Below you will find pricing and specs for ads in the Festival Guide Specs. **All ads must be submitted in tiff, jpg, eps or pdf formats. File must be high-resolution; 300dpi or better.** Each advertiser will be contacted to sign off on the proof of their ad before going to print.

Please fill out the Festival Guide Order Form and return by July 1, 2016.

If you have any questions please contact Candy at the Chamber [candy@visitvermont.com](mailto:candy@visitvermont.com), 802.464.8092

**\*\*\*DEADLINE: Friday, July 1, 2016 FOR ALL SUBMISSION OF MATERIALS, ADS, LISTING AND EVENTS\*\*\***



## Festival Guide Order Form

***DEADLINE: Friday, July 1, 2016 for all Payments and Materials***

Please complete the information below. Please type or print legibly to avoid errors.

<b>Business Name</b>		
<b>Contact Name</b>		<b>Contact Phone</b>
<b>Mailing Address City, State, Zip</b>		
<b>Email Address</b>		

AD Size	Mechanical Specs	Chamber Member Price	Vendor Price	Non-Chamber Member	Totals
Full Page, Back Cover	5 3/8" w x 8 3/8"h	\$1000	\$1000	\$1200	<b>SOLD</b>
Full Page, Inside Front Cover	5 3/8" w x 8 3/8"h	\$800	\$1000	\$1200	<b>SOLD</b>
Full Page Ad	5 3/8" w x 8 3/8"h	\$600	\$800	\$1000	
½ Page Vertical Ad	2 1/4" w x 7 5/8" h	\$300	\$400	\$500	
½ Page Horizontal Ad	4 11/16" w x 3 3/4" h	\$300	\$400	\$500	
¼ Page Vertical Ad	2 ¼" w x 3 ¾" h	\$150	\$200	\$250	
¼ Page Horizontal Ad	4 11/16" w x 1 13/16" h	\$150	\$200	\$250	
1/8 Page Ad	2 ¼" w x 1 13/16" h	\$75	\$100	\$125	
<b>Total Advertising Cost</b>					

**METHOD OF PAYMENT**

Check payable to MSVCOG   
  Visa   
  MasterCard   
  American Express   
  Discover

Name on Credit Card \_\_\_\_\_ Street Address \_\_\_\_\_

City/State \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ CCV \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**ADS NOT RECEIVED BY JULY 5, 2016 MAY NOT BE PRINTED. ALL AD FEES ARE NOT REFUNDABLE AFTER JULY 1, 2016**

SUBMITTAL CHECKLIST  Ad enclosed / attached      OR     Will e-mail ad files by June 17, 2016

I would like to re-use SUMMER/WINTER GUIDE. Please send the ad to me for approval via  email     U.S. Mail.

I have sent / will send photos to [candy@VisitVermont.com](mailto:candy@VisitVermont.com).



## Festival Guide Ad & Listing Specifications

**Sizes: \*See specs on Following pages:**

Full page BLEED ad: (\*see pages to follow)

Half page vertical: 21/4"w x 7 5/8"h

Half page horizontal: 4 11/16"w x 3 3/4"h

1/4 page vertical: 21/4"w x 3 3/4"h

1/4 page horizontal: 4 11/16"w x 1 13/16"h

1/8 page: 2 1/4"w x 1 13/16"h

**Colors:** CMYK

**Resolution:** High: 300 dpi or better.

**Formats Accepted:** tiff, jpg, eps or pdf with all fonts to vector or outline.

**Notes:**

Embed ALL fonts or change to outline

Final Printing will be at 300dpi/CMYK color

Gif or low resolutions jpg cannot be used for final printing. Items will come out looking blurry in final printing

**Prices for Designing Ads:**

Full page: \$115

Half page: \$100

1/4 page: \$85

1/8 page: \$70

Minor ad CHANGES: \$35

All ads to be paid by July 1, 2016.

To have an ad designed for the Guide, please contact Candy Reed at 802-464-8092 or email:

[candy@visitvermont.com](mailto:candy@visitvermont.com)