



To the Best Vendors in Vermont & Beyond!

The Okemo Valley Regional Chamber of Commerce is hosting its 3rd Annual BEST OF VERMONT Summer Festival in Ludlow on Saturday **August 26th** & Sunday **August 27th**, 2022 (*rain or shine*). We are reaching out again to quality vendors such as yourself to invite you to join us to participate in this two-day event. This festival will run from noon to 7 pm on Saturday and 10 am - 4 pm on Sunday at the Okemo field on Route 103 in Ludlow, a highly visible location.

Okemo Valley, located in South Central Vermont, is a four-season tourist destination along the Scenic Route 100 Byway surrounded by Okemo, Magic and Ascutney Mountains. The Best of Vermont Summer Festival was created to showcase the best that Vermont has to offer. It is promoted to both locals and visitors to our region. This event will celebrate live music, fine art, artisan products, specialty foods, local micro-breweries, craft distilleries, agricultural bounty and more!

This is a fantastic opportunity for artisans from across Vermont to come together to showcase their wares. Vendor site location within the festival will be offered on a first come, first serve basis with preference giving to those who participated in our festival in the past. We will also be limiting the number of vendors selling similar products. Vendors can reserve space under the big tent or can preferably bring your own tent, table and chairs for a reduced fee. Locations under the big tent will be limited. We will provide the big tents, music staging, porta potties, parking and lots of promotion!

The DEADLINE to submit your application for consideration is **Friday July 28, 2023** along with payment in full. The vendor costs start at only \$75 for both days (*that's only \$37.50 per day if you bring your own tent and are an Okemo Valley Chamber member*). Please see the attached form for other pricing options. If you wish to become an Okemo Valley Chamber member before the festival, to benefit from this discounted pricing, please consider joining us here:

<https://www.yourplaceinvermont.com/online-application>

As selected vendors, you will be prominently featured on our Festival webpage and social media, therefore please provide your logo and at least one high quality photo of your products. Participating vendors are also invited to donate an item for the festival raffle benefitting the new Okemo Valley App project. The first year benefited our Working Lands members and last year featured our Creative Economy members.

We hope you will consider participating in this exciting event. Please feel free to contact Carol with any questions you may have. We very much appreciate your consideration.

Sincerely,

Festival Co-chairs:

Scott Duffy - *Rockledge Farm Woodworks* & **Anna Tumber** - *Okemo Mountain Resort*

Carol Lighthall, Executive Director
Okemo Valley Regional Chamber of Commerce
57 Pond St. - P.O. Box #333, Ludlow, VT 05149
clighthall@yourplaceinvermont.com
802-228-5830 or 802 591-0500
www.yourplaceinvermont.com/best-of-vermont-summer-festival

Guidelines & Agreement

Administration:

1. Vendors are required to set up at the festival site on Route 103 by **11 am** on Saturday, August 26 and **9 am** on Sunday August 27, 2023. Vendors are required to unload, move their vehicles to the designated vendor parking and then set up their booths.
2. Limited electrical power is available – This power will be supplied to vendors with a completed Pricing Form with a fee per booth based on usage needs. Please indicate the details of your specific vendor power needs on the Pricing Form. This form is due no later than **Friday July 28, 2023**.
3. Additional adjacent booths are also available for rent. Availability is on a first come, first serve basis with greater consideration given to repeat vendors from last year. These must be reserved prior to **Friday July 28, 2023** at the same time as the first booth is reserved.
4. All vendors providing alcoholic beverages are required to have the necessary insurance to do so. These vendors are asked to please submit their Certificate of Insurance along with their application.
5. Vendors agree to staff their booth for the entirety of published festival hours. Therefore, there is no packing up or dismantling of booth(s) prior to **4 pm** on Sunday, the second day of the festival. No-shows and exhibitors who dismantle their booth set-up early for any reason including weather will jeopardize their acceptance to future shows. If there is an emergency, please speak with a festival staff volunteer at the main tent before breaking down your booth. Overnight security will be provided.

Alcoholic Beverage Requirements:

1. If offering beer, wine, cider or spirits, please provide a copy of your License to sell vinous or spirituous beverages with your application. Distillers may apply for a joint license for sampling.
2. Please remit your Certificate of Liquor Liability Insurance policy with your application.
3. Proof of attendance to the Vermont Department of Liquor Control Certificate of First Class Seminar must be on your person during the Festival.

General Vendor Info:

1. Vendors selling similar items may be limited at the discretion of the festival committee.
2. Early applications and repeat vendors will receive preference on booth placement.
3. If overnight lodging is needed, please patronize one of our Okemo Valley Chamber lodging members here: <https://www.yourplaceinvermont.com/where-to-stay/> Discounts may be available. Please mention that you are a Festival Vendor.

Vendor Checklist:

1. Signed Application/Contract: **Due Friday July 28, 2023**
2. Vendor participants must include the following:
 - Completed & signed application
 - Payment for Booth(s) *See Pricing Form*
 - Any necessary Certificate of Insurance along with application
 - Vendors serving alcohol are required to provide the additional DLC indicated above.

Application/Contract

Business/Organization: _____ Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Primary Phone: _____ Alternate phone: _____

Email: _____ Web address: _____

Company listing info (for festival website & promotional materials)

Brief description of products (25 words or less): _____

PAYMENT IN FULL is required with this application. Exhibit space will not be assigned until this payment is received. Please email a pdf or jpeg of your logo and at least 2 high quality photos of your products to **info@yourplaceinvermont.com**. Make checks payable, or provide complete credit card info at the bottom of the Pricing Form & return it to:

Okemo Valley Regional Chamber of Commerce (OVRCC)
57 Pond St. - Ste 8, P.O. Box #333, Ludlow, VT 05149
802-228-5830 info@yourplaceinvermont.com

**All Application Contracts for Exhibit Space Reservations are
Reviewed for Approval by the Festival Committee**
***This event will have a full program on both days RAIN or SHINE
unless local authorities deem weather unsafe.***

I AGREE TO ABIDE BY ALL FESTIVAL RULES, REGULATIONS, POLICIES & AGREEMENTS and hereby represent that I have read and understand the Guidelines and Agreement and, as consideration for participation in the Festival as an Exhibitor, I hereby agree to all terms and conditions. I also understand that individual product liability coverage and any sales tax required is my responsibility as a vendor. I further acknowledge that I will abide by any and all regulations, rules and decisions, whether written or otherwise, made by the Okemo Valley Regional Chamber of Commerce or its Committees; and agree that I will hold harmless from liability the Best of Vermont Summer Festival, the Okemo Valley Regional Chamber of Commerce, Okemo Mountain/Vail Resorts and the Village & Town of Ludlow, Vermont, and all applicable Vermont rules & regulations or any member or representative of said organizations acting within their capacity as a member or representative, for any injury, loss or damage that may occur to myself, any employee or other assistant accompanying me, or my property, or patron to my exhibitor area from any cause whatsoever. My signature on this form below confirms my agreement to these terms and conditions.

Printed Name: _____ Organization/Title: _____

Authorized Signature: _____ Submission Date: _____

EXHIBIT FEE

Vermont Exhibitors must pay the entire fee with the submission of this Contract, which is due by **Friday July 28, 2023**. Out of State exhibitors will be accepted on a space availability first come-first serve basis. Full payment is required at the time of submission. If for any reason your application is denied, your check will be returned to you by Friday August 11, 2023.

CANCELLATION POLICY: Okemo Valley Regional Chamber of Commerce (OVCOC) must be notified **in writing** of an exhibitor's desire to cancel exhibit space. If notification is received before August 11, 2023, a full refund will be issued. Cancellation of exhibit space after August 11, 2023 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

*******DEADLINE: Friday, July 28, 2023 FOR ALL PAYMENTS*******

<u>Opportunity</u> <i>(Please select one exhibit option)</i>	<u>Total Due By 7-28-23</u>
Standard Exhibitor Package (for both days) Vendor providing own tent, table & chair(s) in field <i>10' x 10' exhibit space</i> <i>10' x 20' exhibit space</i>	\$100 \$150
Enhanced Exhibitor Package (for both days) Under the big tent, but vendor supplies table & chairs <i>10' x 10' exhibit space</i> <i>10' x 20' exhibit space</i>	\$150 \$250
Food Trucks & those serving Alcoholic Beverages (for both days) <i>Okemo Valley Chamber Member Discount</i> Those serving Alcoholic beverages <u>must</u> have necessary permitting, bring their own tables/chairs & tent, and <u>must</u> provide fencing around their service area	\$275
<i>Additional Booths 10' x 10 (for both days)</i> <i>Larger booths may be arranged if available as negotiated.</i>	10% discount each # of Booths _____
Electric Needs: Flat fee per booth power line <i>(for both days)</i> : <ul style="list-style-type: none"> • <i>If less than 600W or 5A</i> • <i>If less than 1200W or 10A</i> The fee for higher electrical needs will be negotiable. <i>Reduced Rate for current OVRCC Members - subtract \$25</i>	# Amps / # Needed \$25 \$50 _____/_____
TOTAL	\$

CREDIT CARD PAYMENTS

Visa____ MasterCard____ American Express____ Discover____

Card # _____

Expiration date _____

Printed Name on Card _____

CCV # _____

Authorized Signature _____

I authorize the Okemo Valley Regional Chamber of Commerce to debit my credit card for the charges on this completed form

Our Quality Pledge - The organizing committee aims to showcase a dynamic, diverse and inclusive Summer Festival that calls to mind all that we love about Vermont in the Summer. With a quality focus for participants, event activities, and products that are Vermont Made, or are representative of Vermont and the Vermont brand. We will also encourage chamber member and sponsor involvement for the most interesting and fun experience for participation at all levels. Thank you for joining u

