



ONE World Market Vendor Guidelines

Saturday, July 28th, 2012

By signing the ONE World Market Application Form & Agreement, you understand and agree to the following Vendor Guidelines:

General Guidelines

Vendors understand and agree that they are renting a table, chair, and space at the Market. There will be a variety of tables in 5', 6', and 8' sizes, which will be available on a first-come, first-served basis. Vendors are required to supply a tablecloth and may supply any other decorations they would like. Products cannot be displayed in front of the vendor area due to space restrictions, and your display must not encroach on your neighbors' vending areas. **Tent frames are not allowed.** Please let us know if you need to hang things, as some pipe and drape can be made available with prior notice.

All vendors agree to represent their business and NO other business in their booths.

We regret this event is not open to flea markets, franchises or tier-marketing businesses. It is also not a garage sale!

Vendors agree to be familiar with and in compliance with State Law and Health Department Guidelines and Regulations. If scales are used, they must be inspected by the State of Vermont, if that is required by law.

We recommend that you bring a dolly for set up and break down.

Vendors understand that they may be liable to collect and pay the Burlington Local Option Tax, the Vermont Sales Tax and the Rooms & Meals Tax.

Each vendor will supply her/his own equipment, table cover, products, decorations (and the tape, etc. needed to attach them) for his/her table/booth. ONE World Market will only supply a 5', 6', or 8' table. You must keep all of your possessions within the dimensions of your table and avoid having them spill over into aisles and other vendors' areas. All tables must have tablecloths.

Chairs will be available.

If you need electricity, please let us know so we can place you in a spot near an outlet. If you are using lights, please use energy-efficient, low-wattage bulbs. **Vendor initials**_____

Wi-Fi will be available. No accommodations will be made for Merchant Status.
If you want to accept credit cards, you will have to process them manually.

Vendor initials_____

Vendors agree not to play music of any kind during the market hours.

Vendors agree to leave the area in the same condition that it was found. **Food vendors must bring their own trash receptacles and remove their own trash. Vendors agree to remove all their own trash from the premises. Food vendors must provide proof of business insurance.**

All goods placed in the show will be at the risk of the vendor. The sponsors or promoters will not be responsible for the safety of exhibits against robbery, fire, accident or other causes.

Distribution of informational materials (other than those related to your enterprise), and of fund raising for other organizations at the ONE World Market is strictly prohibited.

Open flames are not allowed at this event.

Approved vendors who do not show up at the Market will not be considered for future events. **No fees will be refunded if you are registered and fail to show up. No refunds will be given because of adverse weather conditions.**

Setup and Closing

Vendor set up for the Market will start at 8:30 am on the day of the Market. Vendors will not be permitted to set up before then. There will be limited drop off and pick up spaces available. There is a parking lot at the venue, but it will probably fill up quickly. No reserved or secure parking is being made available. Street parking is available on a first come, first served basis.

You must keep your booth set up and attended from 10 am to 4 pm.

Vendors must wait until 4 pm before packing up their booths and must begin packing up at that time. Vendors agree to remove all goods and possessions from the location by 5:30 pm on the night of the Market. Please be aware that parking may be challenging. We encourage you to bring a dolly if you have one and have people on hand to help you, if you need it.

Event staff will NOT be available to help you load and unload product or to help you with setup and breakdown of your booth.

Vendor initials_____

Food Vendors:

Food vendors who sell prepared and/or packaged foods will be allowed.

Sterno and crock-pot-type electric appliances are allowed. Grills and open flames are not allowed. Food vendors **cannot** sell soda, iced tea, water, and other standard beverages. Only beverages that are authentically ethnic can be sold by food vendors. Business insurance is required to sell food.

Vendor initials_____

Limits of Liability and Insurance:

Liability insurance coverage is required for all **food** vendors.

Food Vendors – Food vendors must provide their own insurance coverage. The City of Burlington, The North End Studios, and the Old North End Arts and Business Network must all be named as additional insured on all certificates. If you have business insurance coverage, you should be able to get “premises coverage” added to include the above requirements for a small extra cost.

Proof of insurance must be submitted to Laura Hale at 115 North Champlain St, Burlington, VT 05401 by July 27th.

Disclaimer

The ONE World Market, The North End Studios, the Old North End Arts and Business Network (ONEABN), the City of Burlington’s Community & Economic Development Office (CEDO) and all other sponsors will not be responsible for, or liable for, any loss, theft, damage or injury that may occur to property or persons of the exhibitors, on The Old North End Studios property. Vendors agree to indemnify the ONE World Market, The North End Studios, ONEABN, CEDO and all other sponsors against, and hold harmless for, any claim arising out of acts of negligence by vendors, their agents, or employees. The ONE World Market, The North End Studios, ONEABN, CEDO and all other sponsors shall not be responsible for personal articles left in the show area by vendors.

You as vendor, by signing the attached Application Form & Agreement, for yourself and your employees, agree to all guidelines and any amendments or additions that may hereafter be established or put into effect by the ONE World Market.

Important: send this document with your initials on each page along with your signed Application Form & Agreement and \$20 fee.

Vendor initials_____