

Boston Veg Food Fest (BVFF) 2019
Exhibitor Information and Regulations Governing Exhibitors
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Exhibiting at BVFF is an agreement to all terms and regulations on these pages.

Please be sure that these pages are read by all involved in your participation at BVFF, including those who will be staffing your table.

1. Subletting or sharing of exhibitor space is not permitted. All exhibitors must be approved in advance by BVFF organizers. Exhibitors shall not exhibit or permit to be exhibited any product or service other than that specified on their application.
2. The exhibitor will confine its activities to the exhibit space contracted to him/her and will not solicit beyond the boundaries hereto. Soliciting or distribution of handouts in the aisles, lobbies, hallways, around entrances, or in any location outside of the exhibitor's contracted space is prohibited. "Suitcasers" or "roamers" (unregistered promoters) are prohibited. Use of the public address system is for BVFF organizers only.
3. Exhibit hours are Saturday 10 AM – 6 PM and Sunday 10 AM – 4 PM. [The first hour (Saturday 10 - 11 AM) we call "Preview Hour." It has a \$5 admission fee and a limited number of tickets will be sold, for those who want uncrowded browsing/shopping time with our exhibitors. At 11 AM, the doors will open for free admission.] Exhibitors must be set up and ready to greet the public by 10 AM on Saturday and Sunday. Exhibitors must staff their tables at all times, and must stay the entire duration of the Festival until Sunday 4 PM with a functioning exhibit. Ours is a very busy show, and exhibitors must plan for adequate staffing for their tables; BVFF cannot provide staffing for your table. (We can refer you to agencies to book staffing in advance.) In the event an exhibitor has not set up by Saturday at 10 AM, the BVFF may, at its discretion, use that space for another purpose without refund.
4. Exhibitors are responsible for the setup and teardown of their own exhibit. Setup at the Reggie Lewis Center begins Saturday at 7:30 AM. We do not use "Booth #s." When you arrive, our volunteer staff will direct you to your table. Bring your own dolly for unloading and put your name label on it. You may unload your vehicle at the side of the building (along Malcolm X Blvd.), but **must promptly move your vehicle** from the unloading area after unloading. There is free parking available nearby for the full day. Electricity must be ordered in advance with your application, and wattage needs in excess of those ordered will not be available. After teardown, your space and tabletop must be left clean of food debris. Bring a floor mat to protect the floor if staining is a possibility.
5. Exhibitor's property shall be displayed at the exhibitor's own risk and its protection shall be the sole responsibility of the exhibitor. The BVFF, its organizers and volunteers, and the Boston Vegetarian Society are not liable for theft, loss, or damage to exhibitor property. The building is locked overnight; there are no security guards overnight. Exhibitors are responsible for their own liability insurance and must add the Boston Vegetarian Society/Boston Veg Food Fest as an additional insured party on their certificate of insurance.
6. Exhibitors agree to make no claim for any reason against the BVFF, BVFF organizers or staff or volunteers, or the Boston Vegetarian Society or its directors or volunteers for any loss, theft, damage, or destruction of goods, nor for any injury to themselves, their employees or volunteers, or BVFF visitors incurred at the Festival. Exhibitors agree to indemnify and hold harmless BVFF coordinators and volunteers and the Boston Vegetarian Society and its directors and volunteers against any liability arising out of the exhibitor's participation in the BVFF.

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7. The BVFF is an indoor event, and it is rain or shine. Should any contingency interrupt or prevent the holding of the BVFF, including but not limited to acts of nature, strikes or labor disturbances, fire, or national disaster, the BVFF, its organizers, the Reggie Lewis Center, government entities including the City of Boston, and Boston Vegetarian Society shall be in no way liable to exhibitors. Registration fees and food permit fees cannot be refunded since payments are disbursed before the event for site and equipment rentals, permits, publicity, etc.

8. The BVFF provides area trash barrels with periodic trash collection, as well as receptacles for recycling and compostable materials. Individual trash receptacles must be provided by the exhibitor. If you have a trash container behind your table, you can bag your trash (bring a trash bag) at closing time on Saturday and place it in the Festival dumpster outdoors at the loading dock. The BVFF attempts to recycle all cardboard boxes emptied by exhibitors. Festival staff will circulate periodically to get boxes, or exhibitors may bring them to the rear hallway recycling area.

9. We provide your table(s) and two chairs, but we do not provide table covers. Exhibitors should bring their own table covers; those that cover the front of your table add attractiveness to your exhibit as well as privacy for items stored under your table. Tabletops must be left clean of food or debris at closing.

10. For non-sponsors, a backdrop for hanging your banner or sign is not provided. You may use the front of your table, or bring your own banner support if desired - height limit is 8 ft., one-sided signage only. Note that space behind tables is limited and is approximately 3.5 ft.

11. Exhibitors of food items are encouraged to offer free food samples to attendees. Exhibitors may also offer their products for sale. A "show special" discounted price is recommended. Meal vendors are encouraged to offer taster size portions since attendees like to try many different foods.

- ALL exhibitors of food or beverage for sale or sampling must complete and sign the City of Boston Temporary Food Service Application. (\$35 - not included) We will obtain this for you after you submit the form(s) to us. (You will not get a paper permit. Your name will be on the inspectors' list.)
- In addition, food/beverage companies that are not licensed in the City of Boston must provide:
 - 1) a copy of your license from the city/town where you are licensed.
 - 2) Safe Serve and Allergen certificates if you are doing on site cooking and prepared meal serving.(These are not needed for packaged foods.)

We are required to hire City of Boston Food Inspectors, who will be present on both days to inspect and monitor safe and sanitary food handling practices. Your name will be on their list of food permit holders. Exhibitors who are not in the food business may not offer food.

12. There is no daytime or overnight refrigeration on site. You can bring your own ice chests or refrigerated chests to keep under your table. (Here is a nearby source of ice bags @ \$1 for 5 pounds which is 1.5 miles from our venue: <http://brooklineice.com/products>.) The electric generator is turned off Saturday at 6 pm though Sunday at 10 am. Those requiring overnight power for refrigeration must pre-arrange with us so a power line can be run to your table.

13. The City of Boston does not allow propane grills or other open flame, other than sternos, at indoor venues (we are indoors.) Sternos can be used for warming. Grills would need to be electric.

14. To ship product to the Reggie Lewis Center in advance, add a \$25 per pallet (or part thereof) handling fee to your registration. The Reggie Lewis Center can receive product during the week leading up to the event (not earlier.) Product received between Oct. 15-18 will be stored in an indoor fenced but unsecured area; ship at your own risk, as we do not guarantee security. EACH package or box must have your company name on it. Email us at info@bostonveg.org for shipping address and further instructions.

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15. Food exhibitors need to provide their own sanitary serving gloves, napkins, plates, serving utensils, sampling cups, sampling toothpicks, etc., if needed. Bring much more than you think you will need; ours is a very busy show and exhibitors often run out early! Have extra sanitary serving utensils on hand.

16. We are striving to minimize the waste from this event, so **all disposables used for food sampling and serving must be BPI-certified compostable**. This includes sampling cups, to-go containers, tasting spoons, forks, plates, napkins, cups, straws, and all other disposables. We provide compost receptacles at the event and staffers to monitor them. We hire outside professional companies for proper handling and disposal of our compostable waste and our recyclable waste. If you have questions or need help finding compostable products, please contact our team member david.havelick@gmail.com .

Here are some online vendors of compostable products. Look for the word **compostable** when ordering. Only compostable disposables will be allowed – no plastic, no Styrofoam -- so please plan ahead. Ours is a busy event, so bring more than you think you will need. We are striving for a **Zero Waste event**.

www.worldcentric.org

www.vegware.com

www.treecycle.com

www.biodegradablestore.com

www.begreenpackagingstore.com

www.greenpaperproducts.com

www.ecoproducts.com

<http://www.bmspaper.com> (has retail store in Boston)

17. Exhibitors agree to permit photographs and video to be taken of their staff and exhibit at BVFF, which may be used for promoting and advertising BVFF, may be posted on the internet, and which will be the property of BVFF.

18. The BVFF reserves the right to decline any exhibitor application at our discretion. **Exhibitors must agree to our code of conduct**, which requires that all participants must be treated with respect, courtesy, and kindness, and has zero tolerance for discrimination or harassment. "All participants" includes fellow exhibitors, event staff, event speakers, Reggie Lewis Center and government entity personnel including with the City of Boston, volunteers, and attendees from the general public. BVFF reserves the right to determine nuisance or disruptive or disrespectful behavior and to intervene. Slogans on signage or merchandise on display or for sale must uphold BVFF's policy to be welcoming and respectful, and must not use profanity, insult, a hostile tone, or suggest violence. Failure to comply with BVFF exhibitor regulations will revoke all rights of the exhibitor without refund of registration or other fees.

Food Policy: All products must be free of animal ingredients (vegan.) This means no meat, poultry, fish, eggs, dairy, honey, animal parts, or byproducts. This also means no animal derivatives such as broth, gelatin, rennet, lard, tallow, enzymes, beeswax, and no dairy derivatives such as whey or casein. Any food items that do not adhere to this policy will be removed from display, sale, and sampling. Ingredients should be listed on the package or on the display, including for prepared foods or meals. Foods without artificial additives are most desirable.

Non-food Policy: All non-food items must not have been tested on animals, and must be free of leather, fur, wool, gelatin and any animal slaughter derivatives or animal products.

Printed Materials: Displays, handouts, and recipes may not promote foods that are non-vegan. Cookbooks must be vegan – no dairy, eggs, honey or other bee or insect products.

Allergens: Please have signage on your table that notes any of the [FDA's Major Food Allergens](#) contained in your food, for example: Contains peanuts, wheat, soybeans, tree nuts (e.g., almonds, walnuts, pecans)

Any questions about these policies should be referred to the Boston Vegetarian Society.

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