

BOSTON Veg Food Fest

Exhibitor Information and Regulations Governing Exhibitors October 14-15, 2023

Exhibiting at Boston Veg Food Fest (BVFF) is an agreement to all terms & 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.

General Information

1. **Exhibit hours are Saturday 10 AM – 6 PM and Sunday 11 AM – 4 PM.** Indoor event, rain or shine.
2. City of Boston and [Boston Public Health Commission recommendations](#) encourage wearing a well-fitted mask in indoor locations. We plan to provide some outdoor seating (weather-permitting) for eating food purchased in the exhibit room.

Food policy

3. **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.
4. All exhibitors must have signage on their table that notes any of the [FDA's Major Food Allergens](#), for example: "Contains peanuts, wheat, sesame, soybeans, tree nuts (e.g., almonds, walnuts, pecans)."
5. We are striving to minimize the waste from this event, so **all disposables used for food sampling and serving must be BPI-certified compostable.** Do not just look for the word "compostable" – BPI certification is necessary. 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. Vendors of certified compostable items can be found here: <https://bpiworld.org/Find-Certified-Products>. If you have questions or need help finding compostable products, please contact our team member david.havelick@gmail.com.
6. 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.
7. 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 need to be electric.
8. Food exhibitors must provide their own sanitary serving gloves, napkins, plates, serving utensils, sampling cups, sampling toothpicks, etc., if needed. Bring 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.

Non-food policy

9. 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.
10. Displays, handouts, and recipes may not promote foods that are non-vegan. Cookbooks must be fully vegan – no dairy, eggs, honey or other bee or insect products.
11. No balloons please.

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Food Permits

12. ALL exhibitors of food or beverage for sale or sampling must complete and sign the City of Boston [Temporary Food Service Application](#). We will obtain this permit for you after you submit the form to us. Please review the [City's Temporary Food Application Process](#).
13. You will not get a paper permit; your name will be on the city Food Inspector's list of permit holders.
14. If you are selling and/or sampling open food or beverage items, you must fill out the City of Boston [Temporary Food Service Application](#), and add the city's fee of \$35 (\$30 for the first day + \$5 for the second day) to your application fee.
 - a. If you are a NON-Boston company, you need to submit with your application your license from the city/town where you are licensed.
 - b. Any off-site preparation, base of operation, or kitchen factory space needs to be certified.
15. If you are selling/displaying (NOT sampling) ONLY commercially-sealed, prepackaged food or beverages which are not opened before leaving your table, you need to submit the city's application form, but no fee is required. BUT...
16. If you offer samples of a product at your table, even if sold pre-packaged, the \$35 fee applies because of the sampling.
17. If you are applying for a food truck, you must be permitted with the City of Boston. This requires a current inspection approval from the Boston Fire Department. Please follow the instructions for food trucks on Page 2 of the [City's Temporary Food Application Process](#).
18. 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. Inspectors require a sneeze guard/plexiglass shield to separate exposed food from attendees. Your business's name will be on their list of food permit holders.
19. Exhibitors who are not in the food business may not offer food.

Electricity

20. Electricity must be ordered in advance with your application, and wattage needs in excess of what is ordered will not be available. We rent a generator and run cables as ordered. Read "Refrigeration" below.

Shipping items to venue ahead of time

21. To ship product to the Reggie Lewis Athletic 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 October 10-13 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.

Setup

22. Exhibitors must be set up and ready to greet the public by 10 AM on Saturday and 11 AM on 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. 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.
23. Exhibitors are responsible for the setup and teardown of their own exhibit. Setup at the Reggie Lewis Athletic 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 (with your name on it) for unloading. You may

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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.

Tabling

24. We provide your table(s) and two chairs. 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.
25. 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.
26. The exhibitor will confine its activities to the exhibit space contracted and will not solicit beyond those boundaries. 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. *Note: "Suitcasers" or "roamers" (unregistered promoters) are prohibited.*
27. 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, but there are no security guards overnight. Exhibitors are responsible for their own liability insurance and must add the Boston Vegetarian Society/BVFF as an additional insured party on their certificate of insurance.
28. 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. Space behind tables is limited and is approximately 3.5 ft.
29. Bring a floor mat to protect the floor if staining is a possibility.
30. After teardown, your space and tabletop must be left clean of food debris.

Refrigeration and Ice

31. There is no daytime or overnight refrigeration on site. You can bring your own ice chests or electric refrigerated chests to keep under your table – be sure to order the necessary electricity when submitting your application. We rent a generator and must run power cords to your table.
32. The electric generator is turned off Saturday at 6 PM though Sunday at 10 AM. If you require overnight refrigeration, arrange *in advance* with us (at info@bostonveg.org) to run a power cord to your table for overnight.
33. [Brookline Ice](#) is a nearby source of ice bags. It is at 610 Brookline Ave., Brookline, just 1.5 miles from our venue: <http://brooklineice.com/products>). Prices as of April 2023: Cocktail Ice @ \$8 for a 30 lb. bag, \$10 for a "bale" of 7 5-lb bags, or \$2.50 for each 5 lb. bag. Open Saturday 8-6, Sunday 9-4. Phone: 617-527-8250. [MAP](#)

Recycling, Compost, and Waste Management to meet our Zero Waste Goal

34. The BVFF provides area trash barrels with periodic trash collection, as well as receptacles for recycling and compostable materials. We hire professional recycling and composting companies because we are aiming for a zero-waste event. Smaller 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 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.

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Liability

35. 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.
36. 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, public health emergencies/restrictions, or national disaster, the BVFF, its organizers, the Reggie Lewis Athletic 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. If we are able to recover any fees, we will return them to registrants.

Other rules

37. Use of the public address system is for BVFF organizers only.
38. 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.
39. BVFF reserves the right to decline any exhibitor application at our discretion.
40. **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.

Any questions about these policies can be referred to the Boston Vegetarian Society at info@bostonveg.org

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