

Boston Vegetarian Food Festival (BVFF)
Exhibitor Information and Regulations Governing Exhibitors
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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. [This year we are trying a new feature: the first hour (Sat., 10 - 11 AM) will be limited admission with a \$5 admission fee 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 marketing 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. It is recommended to bring your own dolly. 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.
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 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.
6. Exhibitors agree to make no claim for any reason against the BVFF, BVFF organizers, or the Boston Vegetarian Society 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 the Boston Vegetarian Society 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, and the 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. 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 on Saturday and place it in the Festival dumpster behind the building (at the loading dock) at closing time on Saturday. 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. A simple plastic table TOP cover is provided. It is recommended to bring your own table cover that covers the front of your table. This adds attractiveness to your exhibit as well as privacy for items stored under your table.

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. A City of Boston Temporary Food Permit (\$35 for two days - not included) is required for sale and/or sampling. We will help to obtain this. We are required by the city to hire a City of Boston Food Inspector, who will be present on both days to inspect safe and sanitary food handling. Exhibitors who are not in the food business may not offer food.

12. If you require overnight refrigeration of your product on Saturday night and/or during the day Saturday and Sunday, call us before registering for fees and information. To ship product to the Reggie Lewis Center in advance, add a \$20 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. 24 - 28 will be stored in a locked area, but ship at your own risk, as we do not guarantee security. Refrigeration will not be available until Saturday. EACH package or box must have your company name on it. Email us for shipping address and further instructions.

13. 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 an especially busy show and exhibitors often run out early!

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14. We strongly encourage exhibitors to use environmentally friendly disposables (preferably compostable or recyclable) and strive to reduce waste. We will provide recycling and composting receptacles on-site at the event and attempt to recycle and compost as much waste as possible. Our staffer will contact you in advance so that we can be better prepared for the types of disposables our exhibitors will be using. Here is a nonprofit source for reasonably priced sampling cups, tasting spoons, plates, and other serving items, all made from biodegradable, renewable plant materials: <http://worldcentric.org/biocompostables> . Here is another source, which offers toothpicks as well as sampling cups, etc.: <http://www.treecycle.com/biodegradable.html>

Here are more vendors of compostable/recyclable products:

www.birchware.com

www.earth-centric.com

www.earthsmartllc.com

www.excellentpackaging.com

www.greenisgreeninc.com (15% discount from listed price)

www.begreenpackaging.com

www.ecotensil.com

15. The BVFF reserves the right to decline any exhibitor application at our discretion. Exhibitors must agree to civil conduct, which is respectful of all participants in the BVFF. BVFF reserves the right to determine nuisance or disruptive behavior and to intervene. Failure to comply with BVFF exhibitor regulations will revoke all rights of the exhibitor without refund of registration or other fees. Exhibiting at our Festival is an agreement to all terms and regulations on these pages.

Food Policy: All products must be dairy-free and egg-free vegetarian. This means no meat, poultry, fish, eggs, dairy, animal parts, or byproducts. This also means no animal derivatives such as broth, gelatin, rennet, lard, tallow, and no dairy derivatives such as whey or casein. Honey is acceptable as a minor ingredient, but not as the sole or primary ingredient, and no honey is most desirable. Any food items that do not adhere to these guidelines will be removed from display, sale, and sampling. Ingredients should be listed on the package or on the display. Foods without artificial additives are most desirable. See below for guidelines on printed materials.

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: Printed materials including displays, handouts, and recipes, may not promote foods or products that are non-vegetarian. Printed materials created for this event should be dairy-free and egg-free. Cookbooks for sale or display must be dairy-free and egg-free vegetarian.