



# ONE World Market Vendor Guidelines

Saturday, July 30th, 2022

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

## **GUIDELINES**

- Vendors understand and agree that they will be provided a table, chair, and space for the duration of the ONE World Market. There will be either an 8' or 6' table available, sizes are distributed on a first-come, first-served basis. Vendors are required to supply any other booth materials they will need for their display. 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. 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.
- 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.
- We recommend that you bring a dolly for set-up and break-down. There will be a limited amount of dollies available for vendors to borrow.
- Each vendor will supply her/his own equipment, decorations (and the tape, etc. needed to attach them) for their table/booth. ONE World Market will only supply either a 6' or 8' table and chairs.
- If you need electricity, please let us know in your application. We can provide one 20-amp circuit. If you need electricity, please bring an extension cord. Extension cords will **not** be provided to vendors.
- Wi-Fi will be available. No accommodations will be made for Merchant Status.
- Vendors agree not to play music of any kind during Market hours 11:00am - 3:00pm.
- 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 from the premises at the end of the event.

- Food vendors must provide proof of business insurance with the following limits: General liability coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate, coverage, including products/completed operations coverage. Vendor must provide a certificate of insurance showing compliance with minimum coverages that must be received prior to the effective date of the Agreement.
  - Each policy shall name the City of Burlington, 149 Church Street, Burlington, Vermont 05401 as an additional insured for the possible liabilities resulting from Vendor's actions or omissions.
  - The certificate of insurance can be submitted to Stephanie Shohet at [sshohet@burlingtonvt.gov](mailto:sshohet@burlingtonvt.gov).
- Your booth must be set up and attended fully from 11:00am – 3:00pm
- 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, weather, fire, accident, or other causes.
- Distribution of informational materials (other than those related to your enterprise) and fundraising for other organizations at the ONE World Market is strictly prohibited.
- Open flames are not allowed at this event.
- If accepted, fees are non-refundable.

## SETUP AND CLOSING

Vendor set up for the Market will start at 9:30 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 fill up quickly. No reserved or secure parking will be available, and street parking is available on a first-come, first-served basis.

Vendors must wait until 3:00 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 4:30 pm on the night of the ONE World 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 for set-up and break-down if needed.

Event staff will NOT be available to help you load and unload products or to help you with the set-up and break-down of your booth.

## FOOD VENDORS

Permitted:

- Food vendors selling prepared and/or packaged foods
- Sterno and crock-pot-type electric appliances

**NOT** Permitted:

- Grills and open flames

### Limits of Liability and Insurance:

Food vendors are **required** to provide their own business liability insurance coverage. **The City of Burlington, and Champlain Housing Trust must be named as “additional insured” on all certificates.** If you have business insurance coverage, you should be able to get “premises coverage” added to satisfy the above requirements for a small extra cost.

Proof of insurance for food vendors **must be submitted** to Will Clavelle at 131 Church Street, Suite 209, Burlington, VT, 05401 by Wednesday, July 14th.

### DISCLAIMER

The ONE World Market, the Old North End Arts and Business Network (ONEABN), the City of Burlington’s Department of Business and Workforce Development, 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 Community Center property. Vendors agree to indemnify the ONE World Market, 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, ONEABN, Department of Business and Workforce Development, 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.