2027 VERMONT FARM SHOW
EXHIBITORS GUIDE AND HANDBOOK

The 2027 Vermont Farm Show Dates and Hours of Operation:
Friday, April 16, 2027 9:00 a.m. to 6:00 p.m.
Saturday, April 17, 2027 9:00 a.m. to 6:00 p.m.

Champlain Valley Exposition, Essex Junction, Vermont

MANAGEMENT:
The word "MANAGEMENT" refers to the Vermont Farm Show Foundation, Inc., its owners, employees, or agents acting for it in the management of the show. Management has the right to determine the eligibility of any company or product for inclusion in the show.

Any matters not specifically covered by the following rules shall be subject solely to the decision of Management. These rules may be amended at any time by Management, provided that amendments shall not substantially diminish the rights or increase the liability of the exhibit.

EXHIBITS/EXHIBITORS:
Installation of large equipment exhibits will begin on Thursday, April 15, 2027, at 8am unless other arrangements are previously confirmed with Management. Large equipment exhibitors should indicate such on your registration form, as we want to ensure large equipment is in place by noon on Thursday, April 15 to make it easier for exhibitors with small items to move into place on Thursday afternoon.

Exhibitor booth set-up for all other booths will be open on April 15 from 2:00pm until 4:00pm, and Friday, April 16 at 7:00am.

ALL exhibits must be in place by Friday, April 16, 2027 by 8:00 a.m.

The price for the space includes one 10'x10' booth, (pipe and drape, one table and two chairs), one 110 volt/500 watt outlet, forklift service if required, and parking. If you require more tables, please note on the registration form. If extra tables are available, they will be placed in your booth prior to your arrival. Exhibitors are responsible for carpets, floor coverings or table coverings in their exhibit area; management does not rent or provide these items.

ALL BOOTHS MUST BE STAFFED DURING THE NOTED HOURS OF OPERATION.
Short absences are expected for food & restroom needs. We ask that if you must leave your booth that you leave a sign up notifying attendees when you will return.

Exhibitor booths must be dismantled and removed by 8:00pm on Saturday, April 17. Large equipment exhibitors breakdown will be extended through Sunday, April 18 at 2:00pm, with advanced approval by Management. Exhibitors shall be liable for all storage and handling charges resulting from leaving materials/equipment in the buildings after 2:00 p.m. on Sunday, April 18.

THERE IS NO INSIDE STORAGE AVAILABLE FOR EXHIBITS AFTER 2:00 PM ON SUNDAY, APRIL 18. NO FORKLIFTS WILL BE AVAILABLE FOR LOADING EQUIPMENT AFTER 2:00 PM ON APRIL 18.

No exhibitor may assign nor sublet space or permit others to use that contracted space. No exhibitor may attempt to trade assigned booth spaces with any other exhibitor for any reason.

NO animals shall be allowed into the exhibit area – either by exhibitors or guests attending the show – other than service animals or those animals approved to be exhibited at the Show by Management.

ALL exhibits must be contained within the paid and contracted space which is designated by the pipe and draping; this includes width, length and height. Management maintains the right to remove any items outside of assigned spaces.

NO exhibits may be displayed in the parking lot, along a wall or any space not paid for and contracted by Management.

ELECTRICITY:
Exhibitors are cautioned that only one 110 outlet (20amps 120volt) is furnished by Management to each booth space. No extension cords are supplied or available for rent.

All special requests for electrical needs must be included on your Exhibitor Registration & Contract Form, and received by management prior to March 1, 2027. All requests will need to include pictures of the “male” end of cords. If an exhibitor requires more than one plug, please note on the registration when submitting the form. Management will then determine if the required extra watts

can be provided and notify the exhibitor regarding availability. Special electrical requests are subject to additional fees at the rate of $125 per hour.

DO NOT PLAN ON REWIRING YOUR SITE!! Failure to follow this rule will result in a $250.00 fine. Management will have an electrician on-site to meet your electrical needs if we know prior to the show setup.

FOOD & OTHER AGRICULTURAL PRODUCTS:
As part of creating an immersive experience that provides show attendees with the opportunity to taste, touch, purchase and engage with Vermont farm products, we encourage our exhibitors to bring items and activities that allow show guests to see the diversity of what our farms produce.

Exhibitors must indicate on their registration forms what product(s) they plan to display, sample, and sell. Any exhibitor that sells a pre-packaged food or beverage item is permitted to offer a sample size at their booth to help sell your product.

Per our contract with Champlain Valley Exposition (CVE), there are restrictions on consumable products on site to ensure compliance with their contracted food vendors. Exhibitors are not permitted to sell "one-up" or "one-off" items that could compete with the food concessions that are being sold at the show, unless you are approved as a food vendor as part of the application process. Approved food vendors will be responsible for paying a 20% commission fee to Champlain Valley Exposition at the end of the show.

Exhibitors are not permitted to offer "free" popcorn or coffee to encourage foot traffic to the booth space. Per CVE, this is not allowed as it is a competing product. Offering a bowl of candy or mints is acceptable and encouraged.

Note: Exhibitors/Vendors sampling and/or selling alcohol products will be subject to an Alcohol Service Fee of $250.

LIVE ANIMAL EXHIBITORS:
Exhibitors are responsible for complying with all applicable laws and regulations, protecting animal health and welfare, maintaining a safe environment for attendees, and following any additional requirements established by the Vermont Farm Show Foundation and Champlain Valley Exposition (CVE). All live animal exhibitors will be required to complete a Live Animal Exhibition Requirements and Exhibitor Agreement.

EXHIBIT LOCATION – INSIDE:
It is understood and agreed that all space will be assigned by management according to a reasonable and consistent policy that will enhance the Show. Exhibitors are not guaranteed any location within the confines of the Champlain Valley Exposition buildings. Management retains the right to move exhibitors from any previous farm show booth location. This movement keeps the Farm Show "lively" and not "stagnant." This is just one of the ways the Management and Board are striving to increase patron participation, increased interest in your booth, and attendance at the Show.

Exhibitors requesting specific locations or adjacent booth neighbors may indicate so on their registration form; these requests will be taken into consideration based on space needs and availability.

EXHIBIT LOCATION – OUTSIDE:
Outside spaces are available for rental on a first come, first serve basis.

Prices for the 2027 Farm Show are as follows:
10x10- $100
20x20- $250
Preferred Locations along a walk way are an additional $50 for 10x10 or $100 for 20x20 size.
(Requests for larger areas will be considered on a first-come, first-serve basis, as space permits.)

Limited Space for Premium Locations at the entry to the Expo Center:
10x10- $200
15x15- $300

Please indicate on your registration form what total size (square feet) of outside space you are requesting and any specific details for consideration. Electricity is not provided for outdoor exhibit space.

EXTRA EQUIPMENT:
Any equipment that is not used for the inside booth or outside exhibit area shall be parked near the horse barns on the far side of the exposition grounds or returned immediately to the company. Please plan for your spaces accordingly.

INSURANCE:
Each exhibitor will be responsible for the safety of its exhibits and other property against robbery, fire, accident, or any other hazard whatsoever, without

limitation. Each exhibitor agrees to defend, hold harmless and indemnify management from any and all claims for damages against management allegedly caused by the exhibitor's errors, omissions and negligent acts.

ALL exhibitors are required to provide a Certificate of Liability Insurance (COI) valid through April 18, 2027, in the amount of $1,000,000.00 (one million dollars) with the following as Additional Insured:

Vermont Farm Show Foundation, INC
416 Irish Settlement RD
Underhill, VT 05489

ALL EXHIBITORS ARE REQUIRED TO SUBMIT PROOF OF INSURANCE. EXHIBIT SET UP WILL NOT BE PERMITTED WITHOUT A VALID COI ON FILE.

DAMAGE:
The Exhibitor shall be responsible for any and all damages to the premises and to the exhibit space(s) caused by the acts of exhibitor or exhibitor's agents, employees, patrons or guests, whether accidental or otherwise; and exhibitor further agrees to leave the property in the same condition as existed on the date possession begins. The exhibitor agrees to reimburse management or owners of the property such sums as may be necessary to restore or repair any such damaged property or space(s).
NOTE: Excess debris must be removed by the exhibitor following the conclusion of the event. Costs associated with repair or clean-up in the exhibitor's display area will be borne by the exhibitor.

PAYMENT & CANCELLATION POLICY:
A Non-Refundable Deposit of $100 per 10'x10' exhibit space is required along with your Registration & Contract form. If submitting your form via email, you will receive an invoice at the email on file, which must be paid upon receipt to confirm your registration. If submitting the form via mail, please include your deposit payment via check made payable to the Vermont Farm Show Foundation.

The remaining balance will be invoiced the first week of January. Payment in full is due within 30 days of invoice date (Net 30) to secure your exhibit space. A finance charge of 1% per month will be applied to all past due balances. Cancellations made prior to March 15 will receive a 50% refund, minus the non-refundable

deposit. Cancellations made after March 15, 2027 will not be eligible for any refund. Cancellations must be made in writing/email to management.

CAMPING POLICY:
NO overnight camping is permitted anywhere on the Champlain Valley Exposition grounds during the Vermont Farm Show, including any setup days.

W2s or EIN NUMBERS:
If your company requires specific paperwork (W2, EIN #, billing beyond the registration & contract bill, etc.) to make your payment to the Vermont Farm Show, please indicate on your registration form.

PUBLICITY/PRESS RELEASES:
The Vermont Farm Show Foundation will have media onsite throughout the show. Individuals will be capturing content for the Vermont Farm Show Foundation Board.

By participating as an Exhibitor at the Vermont Farm Show (VFS) it may result in photographs, video, audio, and/or other types of media of the Exhibitor, booth space, and booth attendees. Exhibitors release all potential rights to all types of media that are taken, displayed, reproduced, published, and/or used in any form that derives from Exhibitor's participation in the VFS.

As an exhibitor and member of the Vermont Farm Show community, we hope that you will promote your participation in the 2027 Vermont Farm Show. We'll send you printable and digital materials that you can share with your community, colleagues, and customers.

Thanks for reading and following the rules and regulations contained in these pages. We are trying to make the Vermont Farm Show a positive venue for our vendors, staff and especially the public – who might be (or are) your customers! See you in April, and as always, please contact us with any questions at vermontfarmshow@gmail.com.