



42 Nice Way, Colchester, VT 05446
Ph: (802) 355-8607 Fax: (802) 658-6775
info@burlingtonwineandfoodfestival.com
www.burlingtonwineandfoodfestival.com

2017 Volunteer Information Packet

Welcome! We are delighted to have you participating in the eighth annual Burlington Wine & Food Festival. Below you will find some helpful information pertaining to the event and your duties as a volunteer. **If you have volunteered with us before, please read carefully as there have been some changes.**

Where: Waterfront Park in Burlington

When: Thursday, June 22 – Sunday, June 25
Session One: Noon to 3:30 p.m./Session Two: 5 to 8:30 pm
Volunteer shifts are four hours; shift times vary (*see application*)

Contact: Hunter Colvin, huntercolvin.2@gmail.com, (802) 310-8532

Registration: All volunteers should register at the Vendor, Exhibitor & Staff entrance on Lake Street **15-20 minutes prior to your shift** for instructions. If you are registered to volunteer and would like to attend a different session as a guest, **please pre-register** with Hunter at huntercolvin.2@gmail.com to line up tickets and badges. These will be left at the Vendor, Exhibitor & Staff entrance on the day of the festival.

Parking: **Volunteer parking will not be available on the festival grounds.** Volunteers may use public parking in and around the area of Waterfront Park, or may park for free at the Vermont Wine Merchants company lot on 240 Battery Street (at the corner of Maple and Battery, behind the Waterfront Diving Center). Please note that paid public parking utilized by volunteers will not be reimbursed by the festival. **As per the City of Burlington, please do not use the railroad track crossing at Lake Street to access the park.**

Dress Code: Upon registration, you will be supplied with a Burlington Wine & Food Festival volunteer badge and t-shirt, which must be worn during your shift (and should only be worn on the grounds when acting in a volunteer capacity). There will be a staff tent on site, where you may leave your belongings and change if necessary (please do not leave any valuables or breakables in the staff tent, as we cannot guarantee their safety). We encourage you to wear black or dark colored shorts, skirts or pants and comfortable shoes that you do not mind getting wet or dirty in the event of inclement weather.



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**Volunteer
Commitment:**

Please be advised that in order to receive a complimentary ticket, you will be scheduled to work a 4-hour block of time. Please plan accordingly.

Pre-Event:

On Thursday, June 22, and Friday, June 23, we will be offering a limited number of shifts to help us prepare the site for the festival on Saturday. Duties will include setting up tables and chairs in the tents, hanging signage, steaming tablecloths, setting up the front gate and helping to decorate the lounge tent for our private evening event.

Duties:

This year we will be scheduling volunteers by time block, as opposed to specific duties. When you register to volunteer during the event, you will be assigned one or more of the following duties. Please note that you may be asked to perform multiple tasks over the course of your four-hour time commitment.

- Assisting vendors in unloading and carrying supplies as they arrive
- Helping with final set-up details throughout the festival site
- Assistance at the main gate to include stocking welcome bags and glasses, assisting with ticket sales and ticket scanning at the main gate, checking in "VIP" attendees and greeting guests
- Replenishing ice buckets and water pitchers in the tents
- Cleaning tables, emptying trash and "dump buckets," and generally neatening up the tents
- Replenishing tableware and other supplies in tents
- Monitoring the entrance at seminar tent
- Setting up and breaking down before and after seminars
- Directing patrons to the exits at the end of each session
- Setting up and breaking down between sessions (assisting in replenishing wines, resetting tables with new linens, ice, water, napkins, etc.)
- Assisting with lunch service for vendors

Post-Event:

On Sunday, June 25, duties will consist of cleaning up the site, breaking down tables and chairs and helping to pack away festival supplies.



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2017 Volunteer Registration Form

Name: _____ Date of Birth (*must be 21 or older*): _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Phone: _____ E-mail: _____

Please select which of the following time slots you would like to select for volunteer duties:

Pre-Festival -- Thursday, June 22 (Set Up)

Time Slot 1 (1 to 5 p.m.)

Pre-Festival -- Friday, June 23 (Set Up)

Time Slot 1 (9 a.m. to 1 p.m.)

Time Slot 2 (1 to 5 p.m.)

Festival Day -- Saturday, June 24

Time Slot 1 (8 a.m. to noon)

Time Slot 2 (9:30 a.m. to 1:30 p.m.)

Time Slot 3 (10:30 a.m. to 2:30 p.m.)

Time Slot 4 (2:30 to 6:30 p.m.)

Time Slot 5 (6 to 10 p.m.)

Post Festival -- Sunday, June 25 (Clean Up)

Time Slot 1 (8 a.m. to noon)

Particular Comments/Needs (ex: cannot lift more than 30 lbs): _____

T-Shirt Size: S M L XL 2XL Have you volunteered with us in the past? Yes No

If so, what were your duties? _____

By signing this form, I agree to be present during the entire duration of the above time slot. If for any reason I cannot be present, I will notify the Burlington Wine & Food Festival as soon as possible to arrange for a replacement. I understand that the Burlington Wine & Food Festival does not assume any responsibility or obligation to provide me with financial assistance, including but not limited to health, medical or disability insurance of any kind in the event of my illness, injury, or damage to my property during my volunteer participation. I expressly release the Burlington Wine & Food Festival, its owners, sponsors and affiliates from any liability, claims or demands of any nature arising from my participation in this event.

Signature

Date