



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

2019 Volunteer Information Packet

We're delighted to have you participating in the 10th annual Burlington Wine & Food! Below you'll find some helpful information about the event and your duties as a volunteer.

Where: Waterfront Park in Burlington

When: Thursday, June 20 – Sunday, June 23
Session One: 12:30 to 3:30 p.m./Session Two: 5 to 8 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 Administration 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. These will be left at the Administration entrance on the day of the festival.

Parking: **Volunteer parking will not be available on the festival grounds.** Volunteers may use public parking around the area of Waterfront Park, or may park for free at the Vermont Wine Merchants lot on 250 Battery Street (at the corner of Maple and Battery, behind the Waterfront Diving Center). Please note that paid public parking 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'll be supplied with a Burlington Wine & Food volunteer 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 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.

(Continued)



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**Volunteer
Commitment:**

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

Pre-Event:

On Thursday, June 20, and Friday, June 21, 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:

Volunteers will be scheduled 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
- Replenishing ice buckets and water pitchers in the tents
- Neatening up the tents (emptying trash, refilling ice and water, assisting vendors, etc.)
- Monitoring the entrance at seminar tent, along with 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 (replenishing wines, resetting tables with new linens, ice, water, napkins, etc.)

Post-Event:

On Sunday, June 23, duties will consist of cleaning up the site, breaking down tables and chairs and helping to pack away supplies.



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2019 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 20 (Set Up)

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

Pre-Festival -- Friday, June 21 (Set Up)

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

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

Festival Day -- Saturday, June 22

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

Time Slot 2 (10 a.m. to 2 p.m.)

Time Slot 3 (12 noon to 4 p.m.)

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

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

Post Festival -- Sunday, June 23 (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 Burlington Wine & Food 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 all liability, claims or demands of any nature arising from my participation in this event.

Signature

Date