



Ph: (802) 310-8532 Fax: (802) 658-6775
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www.burlingtonwineandfood.com

2023 Volunteer Information Packet

We're delighted to have you participating in the 12th annual Burlington Wine & Food! Below you'll find some helpful information about the event and your duties as a volunteer.

Where: HULA, 50 Lakeside Avenue, Burlington, Vermont

When: Saturday, June 24, 2023
Session One: 12:30 to 3:30 p.m./Session Two: 5 to 8 p.m.

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

Registration: All volunteers should register at the Administration entrance **15-20 minutes prior to your shift** for instructions. If you are attending the event before your volunteer shift, 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 event.

Parking: **Volunteer parking WILL be available at the event site...HOORAY!** Volunteers may use the parking lot around the back side of Hula. Please pull into the main entrance next to the main Hula building and follow the direction of the security guards on site.

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 area on site, where you may leave your belongings and change if necessary (please do not leave valuables or breakables in the staff area, as we may not be able to 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.

Tickets: **All volunteers will receive a ticket to Session 1 of the event,** unless you are volunteering during Time Slot 2 or 3 on Saturday, in which case you will receive a Ticket for Session 2. Volunteers in Time Slot 4 on Saturday will be allowed to choose whether they attend Session 1 or Session 2.

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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 Friday, June 23, we will be offering a limited number of evening shifts to help us prepare the site for the event on Saturday. Duties will include setting up tables and chairs in the venue, assembling/ displaying signage, steaming tablecloths, setting up the front gate and helping to decorate the lounge area and so forth.

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 event site
- Assistance at the main gate
- Replenishing ice buckets and water pitchers in the tents
- Neatening up the venue and tables (emptying trash, refilling ice and water, assisting vendors, etc.)
- Monitoring the entrance at seminar areas, 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 25, duties will consist of cleaning up the site, breaking down tables and chairs and helping to pack away supplies. We will also be registering two volunteers for Monday, June 26, who will assist with cleaning, taking inventory and packing supplies and equipment away for next year. This shift will take place at the Vermont Wine Merchants warehouse at 230 Battery Street in Burlington.



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2023 Volunteer Application Form

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

Address: _____

City: _____ State: _____ Zip: _____

Contact Phone: _____ E-mail: _____

Please rank which of the following two (2) time slots you'd be interested in volunteering?
(1 being your top choice, 2 being your second choice)

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

Time Slot 1 (12 to 4 p.m.) _____

Time Slot 2 (4 to 8 p.m.) _____

Time Slot 3 (6 to 10 p.m.) _____

Event Day -- Saturday, June 24

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 Event -- Sunday, June 25 (Clean Up) & Monday, June 26 (Inventory & Packing)

Time Slot 1 (Sunday, 8 am to noon) _____ Time Slot 2 (Monday, 12 to 4 pm) _____

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

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

If so, what were your duties? _____

By completing and signing this agreement, I agree with the Terms and Conditions outlined in this packet (see following page).

Volunteer Signature

Date



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Volunteer Agreement:

- 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 agree to comply with all federal, State of Vermont and local regulations, laws and as well as all health, fire, and safety protocols implemented by Hula. I understand that any volunteer who does not follow applicable safety protocols may be asked to leave the event.
- I understand that this is a public event, and that there is an inherent risk of contracting COVID-19 and other contagious diseases in visiting any public space or mingling with other persons. I accept the risk of being exposed to, contracting, or spreading COVID-19 or other contagious diseases, and all related consequences.
- I understand that event participants have the right to an environment free from abusive, threatening, or inappropriate behavior. I understand that the event producer or venue may ask any volunteer acting in an unacceptable or inappropriate manner to leave the event at its discretion, and any volunteer asked to leave will do so immediately.
- I agree that under no circumstances shall the Burlington Wine & Food Festival, Hula, Vermont Wine Merchants or their sponsors be held responsible for any loss or damage to my property by reason of my participation at the event (including but not limited to loss or damage resulting from theft, mischief, vandalism, civil commotion, fire, acts of God, or any other cause of whatever kind of nature).
- I understand that Burlington Wine & Food does not assume any responsibility or obligation to provide me with financial assistance, including but not limited to compensation or 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 agree to be solely responsible for any and all liabilities related to or arising out of my participation at the event, and shall indemnify and hold BWF, Hula, and each of their affiliates, members, managers, directors, officers, employees and agents, staff and volunteers harmless from and against any and all liability, claims, actions, demands, costs, expenses or losses of any kind and nature (including reasonable attorney's fees) arising out of or relating to the event. I expressly release the Burlington Wine & Food Festival, Hula LLC, its owners, sponsors and affiliates from all liability, claims or demands of any nature arising from my participation in this event.