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Town Fair



DoubleTree Burlington
(formerly the Sheraton Conference Center)

Wednesday, October 3 and Thursday, October 4, 2018

Attendee Information

[Click here](#) ^[1]to learn more.

Exhibitor Information

Town Fair is Vermont's premier opportunity for businesses and organizations to present their products and services to municipal officials. Showcase your equipment and services to nearly 500 local officials, including selectpersons, town and city managers, mayors, clerks, treasurers, and public works and planning officials. Download the Exhibitor Toolkit documents below to register, sponsor, advertise and learn more about Town Fair.



Sponsorship Opportunities ([Sponsorship Form](#) [2])

We have several levels of sponsorship available. Benefits include banner display, logo and recognition at the event and in promotional materials, and more. Sponsor at the Municipal Patron level to have information about your organization included in the information packet handed out to each Town Fair attendee (a limited number of this sponsorship type is available). [Learn more](#) [2]. Questions? Contact Lisa Goodell, Conference Coordinator, lgoodell@vlct.org [3].

Exhibit Options ([Registration Form](#) [4]) ([Exhibit Hall Map](#) [5])

The Exhibit Hall in the DoubleTree by Hilton Burlington can accommodate up to 70 10'x 10' booths and 10 15'x15' booths. Premium and Regular booth options are available in both sizes. All exhibit booth options include a 6' skirted table, two chairs, and a wastebasket. You can register using the form below. Booth position can be referenced by downloading the Exhibit Hall Map.

1. Regular Booth
2. Premium Booth - Premium Booths have at least two sides of exposure and are noted with a "P" after the booth number. There are a limited number of premium spots available. Please email Lisa Goodell, lgoodell@vlct.org [3], to confirm availability.
3. Large Booth and Large Premium Booths - these spaces are a larger 15'x15' size. They come with the same table and chairs as the regular booths. Premium Large Booths have two sides of exposure and are noted with a "P" after the booth number.

Electrical Service

Please indicate on your booth registration form if you need electrical. Basic electrical service is \$30 and will support a lamp, computer, cell phone charger or similar items with a standard electrical plug. If you need higher voltage, have a non-standard electrical plug, or have other questions please contact Lisa at lgoodell@vlct.org [3].

Print Advertising ([Form](#) [6])

Increase your exposure at Town Fair by placing an advertisement in the August/September special Town Fair issue of the VLCT News, the League's monthly newsletter. This issue of the VLCT News - which reaches more than 1,200 local officials in its print format and many more online - contains a wealth of information about the upcoming Town Fair. View previous issues of the newsletter at www.vlct.org/newsletter/ [7] or request ad space in the Town Fair issue of the newsletter at <https://www.vlct.org/townfair-ads> [6]

Hotel Information

DoubleTree by Hilton Burlington
870 Williston Rd, Burlington, VT 05403

[Click here](#) [8] to make a reservation and receive our group rate.

Town Fair Exhibitor Payment and Cancellation Policy

Payment

Payment must either accompany your registration form or is due immediately upon receipt of an invoice. All payments are due before the event date. Booth set-up is contingent upon payment having been received.

Cancellation

Cancellations for any reason must be made in writing; refunds will follow the schedule below. No refunds will be given for meals purchased.

60+ days.....full refund
30-59 days.....50% of booth fee
0-29 days.....no refund

If you cancel in writing less than 60 days before Town Fair and we are able to fill all booth spaces and resell your spot, we will give you a full refund.

Documents:



[Town Fair Sponsorship](#) [9]



[Town Fair Registration and Order Form \(no event information\)](#) [10]



[Town Fair Brochure \(includes all event information and order forms\)](#) [11]

Links

[1] <https://www.vlct.org/event/town-fair>

[2] <https://www.vlct.org/sites/default/files/documents/Resource/Town Fair Sponsorship Opportunities 2018.pdf>

[3] <mailto:lgoodell@vlct.org>

[4] <https://www.vlct.org/sites/default/files/documents/Resource/Town Fair Exhibitor Brochure 2018.pdf>

[5] <https://www.vlct.org/sites/default/files/documents/Resource/TF17 Exhibitor Map.pdf>

[6] <https://www.vlct.org/townfair-ads>

[7] <http://www.vlct.org/newsletter/>

[8] http://doubletree.hilton.com/en/dt/groups/personalized/B/BTVBSDT-VLC-20181003/index.jhtml?WT.mc_id=POG

- [9] <https://www.vlct.org/sites/default/files/documents/Resource/Town%20Fair%20Sponsorship%20Opportunities%202018.pdf>
- [10] <https://www.vlct.org/sites/default/files/documents/Resource/Town%20Fair%20Exhibitor%20Registration%20and%20Order%20Form%202018.pdf>
- [11] <https://www.vlct.org/sites/default/files/documents/Resource/Town%20Fair%20Exhibitor%20Brochure%202018.pdf>