

Registration

Vermont League of Cities & Towns
TOWNFAIR2018
October 3-4

DoubleTree Burlington | South Burlington

Primary Contact - First Name

Primary Contact - Last Name

Primary Contact Email

Primary Contact Phone

Is the Primary Contact also the Published Contact?

Yes No

Is the Primary Contact also Booth Staff?

Yes No

Exhibitor Guide Listing

The information in this section will be used in the published Exhibitor Guide.

Organization Name - Please write your organization name exactly how you would like it to appear in the Exhibitor Guide.

Description of product or service:

Published Contact - First Name

Published Contact - Last Name

Title

Email

Phone

Website

Address

City

State

Zip

CANCELLATION POLICY

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

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

*If we are able to fill all booth spaces and resell your spot, we will give you a full refund.

Vendor registrations are subject to the VLCT advertising policy. Space may be denied at the discretion of VLCT administration.



Order Form

Vermont League of Cities & Towns

TOWNFAIR2018

Please return this form along with payment and a *Certificate of Insurance* to Lisa Goodell, Communications and Events Associate, Vermont League of Cities and Towns, 89 Main Street, Suite 4, Montpelier, VT 05602-2948. Please contact Lisa at lgoodell@vlct.org if you have any questions.

Organization Name

Booth Selection

1st Choice

2nd Choice

- 8' x 8' Standard \$500
- 8' x 8' Premium \$600
- 12' x 12' Standard \$650
- 12' x 12' Premium \$700

Booth Total

\$

Electrical (Optional)

- Basic 120 amp service \$30
- Advanced service - additional fees may apply

Optional
Electrical
Total

\$

Sponsorship

- Municipal Patron \$5,000
- Municipal Supporter \$3,500
- Municipal Friend \$1,500
- Custom Sponsorship

Sponsorship
Total

\$

Booth Staff and Lunch (Optional)

Please register your booth staff below. Box lunches are handed out in the exhibit area. Hot lunch is eaten with event attendees in the ballroom.

Dietary
Restriction

Box
Lunch (\$25)

Plated Hot
Lunch (\$35)

Booth Staff 1: First Name

Last Name

Email

Phone

Gluten Free

Vegetarian

Booth Staff 2: First Name

Last Name

Email

Phone

Gluten Free

Vegetarian

Booth Staff 3: First Name

Last Name

Email

Phone

Gluten Free

Vegetarian

Payment

Payment must either accompany your registration form or is due immediately upon receipt of an invoice. Payment in full is due prior to the event date. Booth set-up is contingent upon payment having been received.

Optional Lunch Total

\$

Total Enclosed

\$