

# VermontBiz2 BizEXPO

**Exhibit at the largest B2B Trade  
Show in Northern New England**

**OCTOBER 9, 2025**  
**DoubleTree by Hilton**



**Connect with us today Call 802-863-8038 or Visit [www.vermontbiz.com/advertise](http://www.vermontbiz.com/advertise)**

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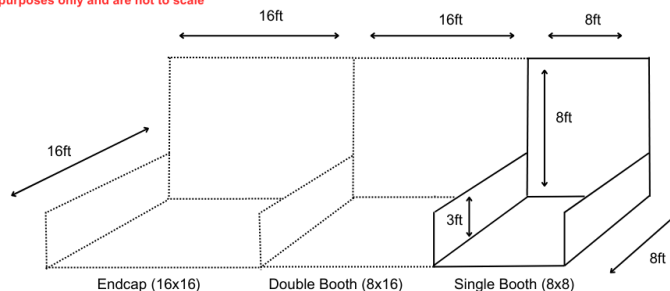
### Show Details

- **Date:** Thursday October 9, 2025
- **Location:** DoubleTree by Hilton Burlington
- 870 Williston Rd, South Burlington, VT 05403
- Follow the signs upon arrival to the Conference Center Entrance, located in the rear of the building.
- **Show Hours:** 7:30AM-3:00PM
- The Exhibit Hall opens at 9:00AM, the first event of the day begins at 7:30AM.

### All Booth Spaces Include:

- Assigned space with pipe and drape (8' back wall and 3' side wall)
- One (1) 6' skirted table
- One (1) wastebasket
- Two (2) folding chairs
- Free Exhibit Hall admission for booth staff
- Online trade show marketing ([www.vermontbiz2bizexpo.com](http://www.vermontbiz2bizexpo.com)) begins when your full booth payment is received.
- A direct link from our event website to your website, beginning when your full booth payment is received and continuing until next year's event.

\*Booth dimensions are for illustrative purposes only and are not to scale



### Booth Space Add Ons

- Electricity services are available at an additional cost. Please see the attached Exhibitor Information form for purchase and reach out to

the DoubleTree directly with any questions, [Monica.Marshall@hilton.com](mailto:Monica.Marshall@hilton.com).

- There is no additional charge to use the Conference Center Wifi. See the attached Exhibitor Information form for upgraded internet services.
- Capital Conventions (CC) is our show decorator. You will receive a separate show kit and service manual from them directly outlining additional services. These items are optional, not required.
- Boxed lunches are also available for an additional fee from the DoubleTree. If you did not select a boxed lunch upon registration or need to make adjustments, please contact the Event Manager.
- Tickets to the day's events will also be available for purchase. Please note that your booth purchase does not include admittance to the meals or seminars, unless previously agreed upon.

### Booth Set Up

- [Click here](#) to select a set up date and timeslot.
- Wednesday Oct. 8th 8:00PM - 10:00PM
- Thursday Oct. 9th 6:30AM - 8:30AM
- **All booths must be set up by 9:00AM on Thursday, October 9th, 2025.**
- Plan to bring your own hand carts and dollies. The hotel does not have these for rent.
- If you have items that will not fit through a standard door, please contact the Event Manager to make arrangements.

### Booth Assignments

- Premium booth space is first come first serve! \*with the exception of Sponsors
- Booth assignments will be confirmed prior to your chosen setup time. A floor plan of the Exhibit Hall will also be provided.
- Show management is responsible for booth assignments. Floor plans are subject to change.

### Tear-Down

- Thursday Oct. 9th 3:00PM-5:00PM
- Exhibitors are not permitted to begin teardown until the Exhibit Hall closes at 3:00PM.
- Please be mindful of attendees still in the vicinity before you begin the tear-down process.

### Parking & Unloading

- Vehicles must be loaded and unloaded through the Conference Center entrance in a timely manner so as not to block the fire lane.
- If you plan to set up on the morning of Oct. 9th, please use the Conference Center entrance doors on the left side marked "Exhibitor Entrance".
- During show hours, please allow attendees to park in the spaces closest to the entrance, unless otherwise agreed upon.

### Hotel Accommodations

- Hotel rooms at the DoubleTree are available for purchase. If you are interested in staying on site, please contact the Event Manager.





## Exhibitor Information & Pricing Sheet

We look forward to welcoming you to The DoubleTree by Hilton Burlington, Vermont and are here to help you with whatever you may need in order to have a successful event at our hotel. To fully understand the services we offer, and for us to be prepared for your needs upon arrival, please complete the following electric and shipping information below.

Completed forms and credit card authorizations should be emailed to:  
Monica Marshall at [Monica.Marshall@hilton.com](mailto:Monica.Marshall@hilton.com) or faxed to 802-865-6613

### Electrical & Audiovisual Needs

- ☐ Basic Booth: up to 5 amps (lighting, laptop & T.V.) - \$40 per day
- ☐ Basic Booth Plus: dedicated 15 amp circuit (extra lighting and additional power needs) - \$45 per day
- ☐ Power Strip: \$15 per day
- ☐ Specialized Power requirements like a light wall please contact the hotel
- ☐ HSIA Wired: Please contact the hotel
- ☐ HSIA Wireless: Please contact the hotel

Dates of requested service: \_\_\_\_\_

Total Cost: \$\_\_\_\_\_

Name of Company & Date of Conference

Name of On-Site Contact

**\*Please contact the hotel for additional circuits or for any other electrical requests**

**\*We encourage all booth lighting to be LED**

**\*Any requests made within 24 hours of the event date are not guaranteed**

### Shipping & Handling Information

**\*If your event host is providing drayage services through the show decorator, we require all vendors utilize that service**

- ☐ 1-50 lbs. - \$15 - Number of Packages \_\_\_\_\_
- ☐ 51-100 lbs. - \$25 - Number of Packages \_\_\_\_\_
- ☐ 100+ lbs. - \$50 - Number of Packages \_\_\_\_\_
- ☐ Pallets and Crates\* - \$150 each

Total Cost \$\_\_\_\_\_

**Please ship packages to: The DoubleTree by Hilton Burlington Vermont  
870 Williston Road. Burlington, VT 05403**

**\* Please note this is subject to change based on the receiving and handling requirements per crate.**

**\*Any package delivered or picked up more than 3 business days before or after an event will be charged a \$10 storage fee per day.**

**\*All packages will be delivered to the package pickup station the morning of setup day for that event. This can be located through your events registration desk.**

**\*Every package must include the event name, event date and the vendor's name and contact information for who's picking up.**

**If paying with a credit card please contact [Monica.Marshall@gmail.com](mailto:Monica.Marshall@gmail.com).**

