

## VERMONT INFORMATION CENTER DIVISION

### OVERVIEW & CONDITIONS FOR CONDUCTING INTERSTATE MOTORIST AID REFRESHMENT BREAK

(Effective April 2022)

#### OVERVIEW

The Motorist Aid Refreshment Program was officially sanctioned by the Vermont State Legislature in 2003 by the passage of Act 56 (H. 454) in the Transportation section of the Capital Bill. The program which is run by the Vermont Information Center Division (VICD) staff provides the visitor with fresh hot coffee thus allowing the traveler the opportunity to take a safety break and depart as a more alert and safe driver.

The VICD has partnered with local non-profits and allows for the opportunity to host a Motorist Aid Refreshment Program safety break. The non-profit hosts the break by providing baked goods and/or some type of snack to the visitors **on a donation basis only** and may have a container visible for the collection of the donations.

Federal law prohibits the sale of any item or product except that which may be purchased from a vending machine at federally funded rest areas. Vending machines are permitted under the federal Randolph-Shepherd Act and require all receipts be turned over to the State Department of the Blind and Visually Impaired. Thus Federal law is the reason why the non-profit **cannot sell** their goods.

#### RULES

1. Refreshment breaks will be conducted from MAY-OCTOBER (exceptions may be made on a case by case basis at the discretion of the supervisor). Breaks can be offered at Guilford, Hartford, Sharon and Williston year-round.
2. Refreshment breaks are limited to ONE WEEKEND DAY PER MONTH per group.
3. Refreshment break hosts must sign and submit all necessary paperwork before the date of the event. Failure to do so can result in event cancelation.

**QUESTIONS?** Contact the center you plan to use. See next page for the list and phone numbers.

#### Definition of Non-Profit Organization

An organization wanting to use an interstate Welcome or Information Center must be eligible under the IRS code defining a non-profit organization. Non-Profit status information must be presented at the time paperwork is submitted.

#### Provisions Required – Food Cleanup

The sponsoring organization is required to furnish all tables, chairs, cups, food, or other amenities needed to host the refreshment break. Your organization will be expected to clean up any litter caused by the refreshment break.

#### Supervision – Staffing – Contacts

All Motorist Aid Refreshment breaks must have adult supervision. Those conducting the refreshment break(s) are responsible for maintaining orderly and professional conduct while serving the public at the Welcome and Information Center(s).

The Motorist Aid Refreshment contact person from your organization is responsible for notifying all individuals working on the break(s) of the overview and conditions for conducting these breaks.

### **Space and Setup**

Tables must be set up where the Information Center Representative instructs. Clear access to all tourist information centers as well as the desk in the Welcome or Information Center lobby must be maintained by the group at all times. The Information desk is not for use by those doing the refreshment break(s).

Due to space limitations in some of our centers, all non-profit groups should plan on hosting the refreshment break outside unless otherwise discussed with the site representative. However, during inclement weather your organization may be invited to share our limited space inside.

### **Questions from Public**

Whenever the Information Center Representative is present, ALWAYS refer any questions posed by the public to the Representative.

### **Interstate Safety**

Use of the Interstate cross-over marked as “NO-U-TURNS” **is not** permitted. The placement of signage along the “Main Line” of the Interstate is prohibited.

### **Reserved Rights**

The Department of Buildings and General Services reserves the right to cancel Motorist Aid Refreshment break activities and will attempt to provide adequate notice. In the event of an emergency, the state also reserves the right to cancel Refreshment Break activities at any time without notice.

**FAILURE TO FOLLOW THESE RULES MAY JEOPARDIZE YOUR SCHEDULING FUTURE MOTORIST AID REFRESHMENT BREAKS. THE STATE RESERVES THE RIGHT TO REFUSE FURTHER SCHEDULING OF REFRESHMENT BREAKS IF ANY OF THE ABOVE IS NOT FOLLOWED.**

### **Liability – Indemnity**

The use of an Interstate Travel Information Center for a non-profit hosted Motorist Aid Refreshment Break is the responsibility of the host organization. The State of Vermont and its employees do not accept any responsibility or liability for an injury to a traveler using the services of a Motorist Aid Refreshment Break or to anyone working on the break. Neither the State nor its employees accept any responsibility or liability for the damage to or loss of any equipment or material belonging to the organization operating a Motorist Aid Refreshment Break.

The host organization will act in an independent capacity and not as officers or employees of the State. The host organization shall indemnify, defend and hold harmless the State and its officers and employees from liability and any claims, suits, judgments, and damages arising as a result of the organization’s acts and/or omissions relating to the Motorist Aid Refreshment Break. **Please date and sign the Motorist Aid Refreshment Program Location Form and return this document to the center you wish to use.** This assures that you have received the information and are aware of your responsibilities and liabilities.

### **Center Locations and Phone Numbers**

Alburgh Welcome Center, 796-3980  
Bennington Welcome Center, 447-2456  
Bradford Information Center, 222-5029  
Derby Line Welcome Center, 873-3311  
Fair Haven Welcome Center, 265-4763  
Georgia Northbound Information Center, 527-4053

Guilford Welcome Center, 254-4593  
Hartford Welcome Center, 296-2397  
Lyndonville Information Center, 626-9669  
Randolph Information Center, 728-7074  
Sharon Welcome Center, 281-5216  
Waterford Welcome Center, 751-0472  
Williston North/South Information Centers, 863-3489

**MOTORIST AID REFRESHMENT LOCATION FORM:**

Welcome or Information Center Requested: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Funds will be used for: \_\_\_\_\_

\_\_\_\_\_  
Name of Organization: \_\_\_\_\_

Description of Organization: \_\_\_\_\_

\_\_\_\_\_

**Please attach proof of non-profit designation.**

Non-profit Designation Type: \_\_\_\_\_ Number: \_\_\_\_\_

EXAMPLE      Type: 501(c)3                      Number: 00-000000

Refreshment Break Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Numbers: Home: \_\_\_\_\_

Cell: \_\_\_\_\_

Work: \_\_\_\_\_

E-mail address: \_\_\_\_\_

I have read the Overview and Conditions for Conducting Interstate Travel Information Center Motorist Aid Refreshment Breaks and agree to the conditions set forth.

Signature of Contact Person: \_\_\_\_\_

Date: \_\_\_\_\_

Please date and sign on the lines above. This assures that you have received the information and are aware of your responsibilities and liabilities. Please return completed and signed form, along with proof of non-profit designation to the applicable center.