**SE VERMONT WELCOME CENTER** **Contact:** Diane Petrie

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**2020 COFFEE REFRESHMENT BREAK GUIDELINES**

**Please visit the Welcome Center to see the facilities in advance of Refreshment Break event.**

**Safety Refreshment Breaks are a one day fundraising opportunity for Vermont non-profit community organizations that benefit Vermonters.** **Refreshment breaks are only available to organizations with federal 501(c)(3) or Vermont non-profit status.**

**Food and beverages must be offered for DONATIONS only. No suggested prices or use of the word sale. No solicitation of visitors is permitted.**

**ACCESS to the Welcome Center is from Interstate 91 northbound only. Travel south on Interstate 91 from Brattleboro to Exit 28 - Bernardston MA. At end of ramp turn left, go across bridge, take left for northbound ramp Interstate 91.**

**Hot beverages are to be served by volunteers, no self-service by a visitor.**

 **Clearly post a sign with your organization name and purpose of the fundraiser.**

The Welcome Center provides a space with electrical outlets and 6 tables that measure 4 feet long and 18 inches wide. A “SNACK” sandwich board to place out on the plaza with arrow pointing toward the picnic area.

You bring tablecloths, appropriate utensils, paper supplies, food, & beverages.

**FOOD** - Plan to have enough food to serve many visitors. Good food choices for a successful event: individually wrapped baked goods, fruit and snacks. Hot coffee, tea, soda, water, hot & cold cider.

**Hot dog steamers, crockpots and popcorn machines are permitted.**

**ARRIVAL -**7:00 – 7:30 am. After setting up staff will assist with placement of the snack sign.

**DEPARTURE -** Please leave premises neat and clean leaving tables in place. Please recycle your cardboard that you arrive with. Staff will handle the trash and recycling left in the bins.

Always be friendly and courteous to visitors. You are representing VERMONT. Please direct visitors to staff for information and directions. When asked questions, kindly remember to talk about Vermont and our region, not neighboring states.

Children must be accompanied by an adult. No Pets please.

No event signs on the interstate highway or on entrance ramp.