



SHELburne FOUNDERS' DAYS 2010

Vendor Rental Package



Package Contents:

- Vendor information and requirements
- Vendor rental form & fees

If Applicable:

If you require a list of accommodations, please refer to the Discover Shelburne County Website; www.discovershelburnecounty.com

Guidelines with Interpretation for Food Service at Special Events
Website; www.gov.ns.ca/agri/foodsafety/

Application for Permit to Operate Food Service at a Special Event
(Downloadable forms available from their website)

Alan McMullin
Food Safety Specialist
Lunenburg Provincial Bldg.
312 Green St. Lunenburg, NS
(902) 634-7506 or 634- 7506
mcmullaa@gov.ns.ca

"Your Chance to WIN!!!"
All vendors who operate their booths
all 4 days of the festival
will be eligible for a draw for \$100.



Shelburne Founders' Days 2010

Vendor Information & Requirements

Dates:

- Thursday, July 15th
- Friday, July 16th
- Saturday, July 17th
- Sunday, July 18th

- (1) Booth space rental fees must be paid in full with the application for booth space.
- (2) Booths must be manned at all times. You are responsible for the security of your booth and its goods.
- (3) Vendors will be assigned and notified of their booth location.
- (4) Vendors are responsible for cleanliness/ safety surrounding their booth.
- (5) The design of your booth should be attractive.
- (6) Your booth should protect you and your goods from the rain and hot sun. Bring your own table(s), chair(s) and extension cord(s) if needed.
- (7) To maximize opportunities for sales/exposure we are encouraging vendors to set up for the entire celebration. Allocation of booth space location will be affected by the number of days committed to selling.
- (8) It is the responsibility of the food vendors/handlers to obtain a food license from the **Dept. of Agriculture & Marketing**. It is recommended that this application be submitted to the **Dept. of Agriculture & Marketing at least 30 days before the event**.
- (9) Vendors are responsible for obtaining the proper licenses and permits required to operate.
- (10) Please return completed Vendor Rental Form/Fees A.S.A.P. to:

Michelle Branchaud
Assistant to the Director of Recreation & Parks
Municipality of the District of Shelburne
PO Box 280 Shelburne, N.S. B0T 1W0
Phone: 875-3544, Ext. 229
Fax: 875-1278
Email: mbranchaud@municipalityofshelburne.ca

Thank You for Your Support and Co-operation

Shelburne Founder's Days 2010 is taking steps to becoming "GREEN" by eliminating "Styrofoam™" from its waste stream.

If your booth generates "Styrofoam™" please be sure to talk with Val Kean, Waste Diversion Coordinator about possible funding for not-for-profit groups to make the switch to a more environmentally friendly alternative.

Date Received: _____

Shelburne Founders' Days 2010

Vendor rental form & fees

To maximize opportunities for sales/exposure we are encouraging vendors to set up for the entire celebration. Allocation of booth space location will be affected by the number of days committed to selling.

1. Name of Group/Crafter/Business: _____

Contact Person: _____

Phone# _____ Email: _____

Address: _____

2. Fee Due with Application (circle appropriate one):

Non-Profit: \$10.00

Crafter: \$30.00

Small Business: \$30.00

Large Business: \$100.00

No fee charged if Vendor is a Supporter of Founders' Days greater than \$100.00

Payment (circle one): Cash Cheque

3. Product Selling and/or Promoting (Please Describe): _____

4. Dates & Times of Booth Operation:

Thursday, July 15th: _____

Friday, July 16th: _____

Saturday, July 17th: _____

Sunday, July 18th: _____

5. Electrical Power Required (circle one): Yes No

If at all possible please supply your own power. Power supply is limited.

6. We encourage vendors to decorate their booth to make it more interesting and appealing.

If you are making the decision to reduce the waste or energy produced at your booth, let people know!!!!
Signage is available.