



2024 Taste of the Valley Vendor Guidelines

Taste of the Valley delivers a positive experience and is a very popular event for vendors, residents and visitors to Renfrew County. The original concept for the Taste of the Valley was to promote and support local food producers in the Ottawa Valley. Over the years, the events have evolved to encourage an expanded focus on the notion of “taste” with the celebration of local food, products, art and culture.

Questions/Comments/Concerns?

Email: tasteofthevalley@countyofrenfrew.on.ca

Telephone: 613.735.7288, Scott at x452 or David at x432

Dates & Locations:

All Events are from 10:00 am to 3:00 pm

Saturday, August 10 th	Barry’s Bay Railway Station Park
Saturday, September 7 th	Killaloe Town Hall
Saturday, September 28 th	Petawawa Civic Centre
Saturday, October 19 th	Cobden Fairgrounds
Saturday, December 14 th	Renfrew Armouries Hall

Pricing Structure & Fees

<u>Booth Prices</u>	<u>Outdoor Booth</u>	<u>Indoor Booth</u>
First Event	\$75 +HST	\$90 +HST
Each Additional Event	\$50 +HST	\$75+ HST
Electricity (Where Available)	\$25 +HST	\$25 +HST

Outdoor booth spaces are 10’ x 10’

Indoor booth spaces, when and where applicable, are 8’ wide x 6’ deep.

If you require more space and it is available, you will need to purchase additional booth space at the regular rate.



Application Process

Vendors wishing to participate in any Taste of the Valley event, must register and pay the applicable fees. For 2024, as in previous years, Vendors who are full season members of the farmers market in the host community, if applicable, are exempt from those single booth fees only, but must still register for those events as well. For all future Taste of the Valley events, 2025 and beyond, all vendors, regardless of seasonal membership to any farmers' market, will be required to pay all applicable booth fees.

Vendors interested in exhibiting at a 2024 Taste of the Valley event(s) between August and October must submit a completed application form by Friday, June 7, 2024.

All vendor applications are subject to review and approval by the County of Renfrew. Upon review, vendors will be notified via email about their application status (approved/pending/declined).

- Vendor applications received before June 7th will be notified of their application status by July 5th.
- Vendor applications received after this date will be reviewed on a first-come, first-served basis, pending booth space availability.

One application will cover all events that you wish to attend. Once submitted applications will be reviewed and successful applicants will be notified and provided directions for payment. Note that you may not be successful for all selections depending on availability.

Payment must be completed no later than 2 weeks prior to your first event selection and if there are any outstanding balances, vendors will not be permitted to set up.

Successful applicants will receive detailed information regarding each Taste of the Valley event that they have been approved for. These details will include any special instructions about set up times and other specific site information, guidelines/rules, and parking instructions.

Applications for the 2025 event series will open in the spring of 2025.

Approval Process

Vendor applications are reviewed to ensure that the type and quality of products offered for sale meet the nature and spirit of the Taste of the Valley and to verify if any specific requests can be met. Applications will be approved prioritizing Renfrew County vendors sourcing locally produced/prepared food, beverages, products, artwork, crafts and ready-to-eat food. Consideration may also be given to ensure a fair diversity and variety of products available for sale.

Your booth number and site map will be available a few days prior to the event. Every effort is made to appropriately accommodate vendor needs.

This event has a zero tolerance policy for aggressive behaviour. Foul language, threats of violence and/or aggression will not be tolerated.



There will be no on-site discussions nor substitutions. Sites as assigned will be on a take it or leave it basis. Event organizers have the right to re-assign vendor locations at any time should the need arise.

Payment

Approved vendors will be notified and invoiced by email with payments to be made online.

If required, payments can be made in person at the County of Renfrew Administration building, 9 International Drive, Pembroke ON K8A 6W5, by cash, cheque, debit or credit card.

Cheques must be made payable to the County of Renfrew and identified as for the Taste of the Valley. Please include your Taste of the Valley Invoice with your name and contact information with payment made in person.

Refunds/Cancellations

Cancellations received prior to August 2, 2024 will receive a full refund.

No refunds will be issued for cancellations after August 2, 2024.

Set-up & Tear-down

Set-up: Vendors are permitted to set-up between 8am-10am on the day of the event.

Tear-down: Vendors are not permitted to tear-down their booth before the event ends at 3pm. *Vendors who remove their booth prior to the end of the event may be excluded from participating at future events.*

In the event products sell out prior to the event end time, vendors are encouraged to display a "Sold Out" sign.

Food & Beverage Vendors

All food and beverage vendors must conform to all Renfrew County & District Health Unit requirements and responded and complied with any communications with the Health Unit in advance of participating in any Taste of the Valley events for which you wish to sell food.

All food and beverage vendors must be approved in advance by the Health Unit to sell food and beverage products. If this requirement has not been met, you will not be able to sell any food or beverage product at any Taste of the Valley event.

Though alcohol sales may be permitted at a Taste of the Valley, alcohol products cannot be opened or consumed on-site.



For information and resources about requirements when selling food, please visit the Renfrew County & District Health Unit, www.rcdhu.com.

As a farmers' market-style event, a balanced selection of food producers/growers and artists/artisans must be attained. Priority approvals will be given to food producers/growers who are certified and approved by the Renfrew County & District Health Unit.

For the Holiday Edition event, prepared food products must be prepared in a Health Unit certified kitchen.

Samples & Demonstrations

Taste of the Valley strongly encourages vendors to offer samples in order to elevate the "taste" experience of the event. Vendors must provide advance notice by indicating so in the box in the application. Vendors offering food and/or beverage samples must do so in a safe way, conforming to all laws and the rules and regulations of the Renfrew County Public Health Unit.

Demonstrations are also encouraged as a way to engage and interact with visitors and help tell the product story. Demonstrations can be ongoing or at predetermined times throughout the event.

Additional promotion will be provided to vendors who offer sampling and/or demonstrations leading up to the event(s).

Electricity

If using electrical appliances/equipment, you must inform us by designating your need via the vendor application and take note as to the power requirements of each and all of your equipment. Typically only 10 amp service is available for any/all electrical equipment at a booth. Items like microwaves can use in excess of this and combining equipment can also cause you to run over 10 amps. For this reason, take care to ensure you fully understand your electrical needs and communicate this to us.

If using electrical equipment, please ensure that all is in good safe working condition with no exposed or loose wires. If using extension cords and/or power bars, make sure that we are informed by designating so in the vendor application and ensure that all are rated for outdoor use, are in good condition and heavy enough for the equipment being used.

Propane

If using propane or other gas equipment, ensure that we are informed via the vendor application and that all of your equipment and tanks are compliant and in good working condition. There must not be any out of date tanks in use and all seals and connections must be secure with no risk of any leaks.

Parking



Parking for vendors is available at each location. Parking instructions will be included with communications about site plan and booth location in advance of each event.

Garbage & Recycling

All Vendors must remove/properly dispose of garbage within your booth area and leave the site in the same clean manner as found or extra fees and future refusal of booth space will be invoked.

Garbage and recycling bins on-site are for use by consumers only during the event.

Insurance

It is strongly recommended that vendors have business insurance.

Safety

Though not required, vendors are free to use Personal Protective Equipment (PPE) and must set up and operate in a manner that is safe for everyone's health and safety.

Everyone's safety is of the utmost importance. All vendors must ensure that their booth is set up and operated in a manner to ensure safety for all.

Booths must be safely and securely installed. This includes tents and booth coverings adequately weighted or otherwise secured to the ground. There must be no or limited risk of booth components, displays, parts and/or accessories becoming unsecured or causing risk to injury, particularly in the event of severe weather. If glass or other items with sharp edges exist within your booth, please ensure that every effort has been made to secure these items in a safe way.

Promotions

Vendors are encouraged to promote their participation at Taste of the Valley on social media and tag @TasteoftheValleyRC on Facebook and Instagram. Upon approval, vendors will receive graphics which can be used to promote on social media.

The County of Renfrew will market and promote the event series to residents and visitors across Renfrew and Pontiac Counties and Eastern Ontario.

Each vendor receives a complimentary directory listing on the [Taste of the Valley website](#). A directory listing includes company name, address, website, social media links, brief description, logo/image.

Past Vendors: [login and review/update existing listings](#)



New vendors: [create an account and submit directory listing](#)

[To apply to be a vendor for the 2024 Taste of the Valley events,](#)

[Click Here!](#)