



RDV 2017 TALL SHIPS REGATTA – Shelburne Outport Visit VENDOR RENTAL PACKAGE

By-Law Compliance:

Copies of the Town of Shelburne's Vending By-Law can be obtained at www.town.shelburne.ns.ca or at the Town Office, 168 Water Street.

For the RDV Tall Ships 2017 Regatta, Council has made an exemption under the Vending-By-Law for vending license fees to the sale of all goods and services excluding food. Food vendors are required under the Vending By-Law, to purchase a Vending License from the Town Office at the cost of \$200.00. To apply for a Vending License, an exemption or for questions please contact Julie Ferguson, Town Clerk, Special Projects Coordinator 902-875-2991 ext 8 or clerk@town.shelburne.ns.ca .

Booth fees are not included in fees associated with the Vending By-Law; booth fees cover the cost of reserving a space within the area designated for the event by the Town. This space is limited please reserve early.

Food Vending:

Guidelines with Interpretation for Food Service at Special Events Website:
www.novascotia.ca/agri/programs-and-services/food-protection/

**Department of Agriculture
Food Safety Specialists
Lunenburg Provincial Bldg.
P.O. Box 7000
312 Green St. Lunenburg, NS B0J 2C0
(902) 634-7506**

Accommodations:

A list of accommodations in Shelburne and Lockeport can be found on the Tourism Website:
www.shelburneandlockeport.com

RDV 2017 TALL SHIPS REGATTA – Shelburne Outport Visit Vendor Information & Requirements

Dates:

Monday, August 14th, 2017 – 10:00 am to Close

Tuesday, August 15th, 2017 – 10:00 am to Close

Set-up & Tear-down:

Set up will occur prior to the 10:00 a.m. start time with tear-down as per vendor's discretion

Security:

Security will be provided on Monday, August 14th, 2017 commencing after the Fireworks display.

Vendors:

To guarantee booth space, vendors must submit the completed Vendor Rental Form (attached) and submit along with the associated fees. Vendors are responsible for obtaining the proper licenses and permits required to operate.

Booths must be manned at all times; vendors are responsible for the security of their booth and their property.

Vendors will be assigned and notified of their booth location.

Vendors are responsible for the cleanliness and the safety of their booth.

Booths should protect vendors and goods from the weather. Vendors are responsible to bring their own table(s), chair(s), shade and extension cord(s).

To maximize opportunities for sales and exposure to the public the Town encourages vendors to set up for the entire event. Allocation of booth space location will be affected by the number of days a vendor has committed to operating.

It is the responsibility of the food vendors/handlers to obtain a food license from the Department of Agriculture & Marketing. It is recommended that this application be submitted to the Department of Agriculture & Marketing at least 30 days before the event.

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

Please return completed Vendor Rental Form/Fees to:

Chris Abbott

Tourism and Marketing Coordinator, Town of Shelburne

168 Water Street, P.O. Box 699

Shelburne, N.S. B0T 1W0

Phone: 902-875-2991 Ext. 9

Fax: 902-875-3932

Email: tourism@town.shelburne.ns.ca

Date Received: _____

**RDV 2017 TALL SHIPS REGATTA – Shelburne Outport Visit
Vendor Rental Form & Fees**

1. Name of Vendor/Organization: _____

Contact Person: _____

Phone# _____ Email: _____

Address: _____

2. Fees are due with application. Please circle the appropriate fee below.

Please make cheques payable to: Town of Shelburne

Non-Profit: \$10.00/booth

Crafter: \$30.00/booth

Small Business: \$30.00/booth

Large Business: \$50.00/booth

Each booth size covers a 10'x10' space.

Payment – Please circle: Cash Cheque

3. Description of items being vended: _____

4. Dates & Times of Booth Operation:

Monday, August 14th, 2017 _____

Tuesday, August 15th, 2017 _____

5. Electrical Power Required – Please circle: Yes No

Where possible please supply your own power; power supply is limited.