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January 4, 2012

### To All Taste of the Valley Vendors:

We are pleased to announce that Taste of the Valley events will feature three venues in 2012. Dates and locations for the events are:

- **Friday, August 10<sup>th</sup> - 10:00 am to 5 pm: Barry's Bay Railway Museum & Farmers Market**  
Outdoor space only. Limited electricity. Bring tables and awning. Timed to serve tourists and cottagers.
- **Saturday, August 18<sup>th</sup> - 8 am to 3 pm: Renfrew Armouries and Fairgrounds**  
Indoor space with tables and limited electrical access. Outdoor space- Bring tables and awning.
- **Saturday, October 13<sup>th</sup> - 8 am to 3 pm: Cobden Fairgrounds**  
Indoor space with tables and limited electrical access. Outdoor space- Bring tables and awning.

The purpose of this letter is the formal registration for the 2012 Taste of the Valley events.

### 1. Food Preparation:

All food vendors must receive pre-approval from the Renfrew County & District Health Unit prior to operating at the Taste of the Valley event. **The attached 'Special Events-Food Vendor Application' form must be completed in full along with your Registration Form and payment, and submitted to the County of Renfrew by Friday May 11, 2012. If the form is not submitted on time the vendor will not be permitted to operate at the event - all forms will be forwarded to the Health Unit together on Tuesday May 22, 2012. Individual forms must be filled out for each individual event.**

Based on the information provided, the Health Unit will determine what requirements are necessary in order for your food products to remain safe and wholesome. For instance, this will require the maintenance of proper food storage temperatures for all potentially hazardous foods, providing accurate thermometers for hot and cold food displays and perhaps providing a supply of potable water for hand washing and utensil washing if food preparation takes place on-site. Other requirements may be necessary based on your type of operation. Because each operation is unique, the Health Unit must be given adequate time to assess each vendor individually. The Health Unit will have the final determination if a vendor is allowed to participate in any Taste of the Valley event based on food handling procedures.

### 2. Local Foods and Products:

Taste of the Valley is, first and foremost, a celebration of local foods and products and when possible, all products are produced within the County of Renfrew. There are some instances where this is not possible, but the goal of the event is to promote "made in Renfrew County products," and we ask that all vendors make the extra effort to abide by this theme. Therefore, any product sampled or sold at the Taste of the Valley must be from a local, County of Renfrew source whenever possible. We understand that items such as coffee are not grown locally, but they must be processed (roasted) locally. Meat products such as sausages and burgers must

be from local livestock producers and meat processors. With just a little thought and planning even more local content can be built into Taste of the Valley. As well, given that Taste of the Valley is an event that is marketed and branded as a food exposition, food vendors will be given first priority for site locations at Taste of the Valley.

**3. Display set up:**

It is vital that your displays be ready a minimum of 30 minutes prior to the beginning of the day's event. At some sites, vendors may set up the day before and this has been very helpful and convenient. We will provide more details about each event as plans are finalized.

**4. Vendor Fees:**

Vendor fees will be the same as the 2011 events **plus HST**. Taste of the Valley is a non-profit event and fees help secure facilities and assist in the critically important mass advertising that we have undertaken in the past, and also help our efforts to secure musical entertainment for the events. Cheques can be made payable to the County of Renfrew.

Please indicate which Taste of the Valley events you would like to participate in and the type of vending space you would prefer by checking off the appropriate boxes and mailing the Registration Form and the Health Unit 'Special Events-Food Vendor Application' back to the County of Renfrew, with a cheque payable to the County of Renfrew TOV by **May 11, 2012**. Please feel free to contact us if you have any questions. Details of set-up at each specific site will be available at a later date.

**All Taste of the Valley events will be filled on a first-come, first-served basis.**

Sincerely,  
Craig Kelley  
Business Development Officer  
County of Renfrew  
613-735-0091  
[ckelley@countyofrenfrew.on.ca](mailto:ckelley@countyofrenfrew.on.ca)

Alastair Baird  
Manager of Economic Development  
County of Renfrew  
613-735-0091  
[abaird@countyofrenfrew.on.ca](mailto:abaird@countyofrenfrew.on.ca)

**REGISTRATION FORM**  
**COUNTY OF RENFREW TASTE OF THE VALLEY**

**Barry's Bay Farmers Market & Railway Museum**

**Friday, August 10<sup>th</sup> 10:00 am to 5:00pm**

<b>Barry's Bay Market Vendor</b>	N/C	
Outdoor space with limited electrical access. Bring tables and awning. Power Required <input type="checkbox"/>	<b>TOV Fee \$25</b>	

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**Renfrew Armouries and Fairgrounds**

**Saturday, August 18th 8:00am to 3:00pm**

<b>Renfrew Market Vendor</b>	N/C	
<u>Indoor space</u> (first come, first serve basis) with tables. Limited electrical access Power Required <input type="checkbox"/>	<b>TOV Indoor Fee \$50</b>	
<u>Outdoor space</u> - bring tables and awning.	<b>TOV Outdoor Fee \$25</b>	

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**Cobden Fairgrounds**

**Saturday, October 13<sup>th</sup> 8:00am to 3:00pm**

<b>Cobden Market Vendor</b>	N/C	
<u>Indoor space</u> (first come, first serve basis) with tables Limited electrical access Power Required <input type="checkbox"/>	<b>TOV Indoor Fee \$50</b>	
<u>Outdoor space</u> - bring tables and awnings Limited electrical access Power Required <input type="checkbox"/>	<b>TOV Outdoor Fee \$25</b>	

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**NOTE:** Paid full-time vendors of Cobden Farmers Market, Barry's Bay Farmers Market and Town of Renfrew Market do not have to pay for their home market Taste of the Valley event. Vendor fees must be paid at other events.

**Subtotal:** \$ \_\_\_\_\_  
**Plus 13% HST:** \$ \_\_\_\_\_  
**Total Fee:** \$ \_\_\_\_\_

**Please pay fees in full by cheque payable to the County of Renfrew**

**Submit Registration Form, Vendor Fee Payment & Special Events Food Vendor Application to:**

Helen Giroux, County of Renfrew, 9 International Drive, Pembroke, ON K8A 6W5

**NO REFUNDS DUE TO VENDOR CANCELLATIONS**

**Vendor Profile**

Contact Name: \_\_\_\_\_

Farm or Business Name: \_\_\_\_\_

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

Town: \_\_\_\_\_ Post Code \_\_\_\_\_

Telephone: \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Product Description: \_\_\_\_\_

Unique Features \_\_\_\_\_