



## **Vendor Guide Rosy Rhubarb Two-Day Outdoor Crafters' Market**

- **Dates:** Saturday June 7<sup>th</sup> and Sunday June 8<sup>th</sup> 2025
- **VENDOR Hours:** Saturday 8am – 5pm and Sunday 9am to 4pm
- **Location:** Keystone Complex 35921 Talbot Line Shedden N0L 2E0
- **Setup: Large Food Trucks / trailers MUST set up Friday June 6<sup>th</sup> between 5pm and 7pm.** All other vendors have the option to set up Friday or Saturday morning however  
**Tent Vendors must be set up no later than Saturday 7:30am**

**FOR SAFETY NO VEHICLES SHALL BE MOVED BETWEEN 7:30am-4pm within the vendor market space. Free parking is available in designated vendor parking area.**

### **Bring for Your Booth Setup**

- **Pop-up tent** or canopy (10x10 recommended; weights required for stability).
- **Tables, chairs,** display items, tablecloth/skirt
- **Inventory:** Enough products for two full days.
- **Signage:** Business name, prices, and promotional materials. **All vendors are required to post their name/name of business and contact information prominently at their site**
- **Payment Options:** Cash, card reader, and/or mobile payment apps.
- **Comfort Essentials:** Sunscreen, water, snacks, and a portable charger.

### **Important Rules**

- **Insurance:** All Vendors must provide proof of **Vendor Liability Insurance** for your site and products for the duration of attendance (set up Friday if applicable and two days of event)
- **Elgin-St Thomas Public Health:** All vendors selling food products must register with the Elgin St Thomas Public Health Unit at least two weeks prior to the event. Proof of registration must be emailed to vendor coordinator no later than May 30<sup>th</sup> 2025
- **Parking:** Vendor parking is free. Parking passes will be sent via email one week prior to event. Please print off and place in a visible spot on your dashboard. Contact us if you require a pass to be mailed to you.

- **Power & Wi-Fi:** Power is limited (if available) and not guaranteed; bring battery backups if needed. There is no Wi-Fi available onsite. Charging station is provided.
- **Trash:** Pack out your trash or use provided bins. Keep your area clean at all times.
- **Booths are to be kept Tidy:** Keep boxes and overstock out of view of customers.
- **Spacing:** You are responsible for booking according to the space you require. If utility trailers, tents larger than 10x10ft, vehicles or large-scale items are a part of your display you must MEASURE ACCORDINGLY. You will not encroach on your neighbouring sites. In this case, bigger is better.

### **Weather Preparedness**

- Event will proceed rain or shine. Plan accordingly.

**Vendor Support:** Feel free to email any questions or concerns prior and/or during the event to

- **Event Contact:** Tanya Buttinger [rosy.rhubarb.vendor.coordinator@gmail.com](mailto:rosy.rhubarb.vendor.coordinator@gmail.com)

### **Community Guidelines**

- Vendors shall provide a healthy, hygienic and safe environment. Vendors will take all measures to prevent injury, illness or accidents and practice a good neighbour approach being respectful, welcoming and tolerant to everyone on the festival grounds.
- You must occupy your designated vendor location and only your designated vendor location. Any changes must be approved by the vendor coordinator. All equipment, product and signage must be within your booth space. No ropes, stakes, weighted bags are allowed in the walkway
- Failure to adhere to the guidelines as put forward by the Rosy Rhubarb Committee may result in you being asked to leave the event or being banned from future dates.
- Registering for this event you agree to abide by its terms and conditions
- To learn more about Rosy Rhubarb visit our website at [www.rosyrhubarbfestival.com](http://www.rosyrhubarbfestival.com)

**Thank you for joining us! We're excited to see your creativity shine.**