



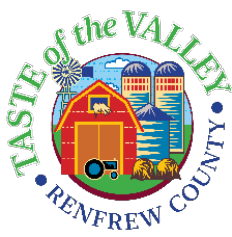
2026 Taste of the Valley Vendor Guidelines

Launched in 2006, **Taste of the Valley** has grown into one of Renfrew County’s most popular and well-attended events, offering a vibrant and inclusive experience for vendors, residents, and visitors alike. The event embraces a broad concept of “taste,” showcasing high-quality, thoughtfully made products that reflect the rich flavours, creativity, and culture of our region. From local food and handmade goods to art and heritage, Taste of the Valley highlights the best Renfrew County has to offer in a dynamic, market-style setting.

<u>2026 Dates & Locations:</u>	<i>All Events are from 10:00 am to 3:00 pm</i>
Saturday, August 8 th	Barry’s Bay Railway Station Museum
Saturday, August 22 nd	Douglas Recreation Center
Saturday, September 19 th	Petawawa Civic Center
Saturday, October 17 th	Cobden Fairgrounds
Saturday, December 12 th	Renfrew Armouries

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Booth Pricing Structure & Fees

Booth Fees: The cost for your first event is \$75 for an outdoor booth or \$90 for an indoor booth. If participating in multiple events, the booth fee is reduced to \$50 (outdoor) or \$75 (indoor) per additional event. Electricity, where available, is an additional \$25 per event. HST applies to all fees.

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

Outdoor booth spaces are 10’ x 10’. Vehicle parking at the booth is not guaranteed. Indoor booth spaces are available at some locations. Indoor Booth sizes will vary by location and will be listed on the application form.

If you require more space and it is available, you will need to purchase additional booth space at the regular rate. Larger booths are typically only available for outdoor spaces.

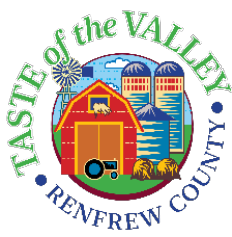
Application Process

Vendors wishing to participate in any Taste of the Valley event must register and pay the applicable fees. Vendors who are confirmed full-season members of a farmers’ market hosted in the same community on the same day as a Taste of the Valley event are exempt from the single-booth event fees but must still register for the event(s). All vendors must meet Taste of the Valley guidelines, including those set out by the Renfrew County and District Health Unit.

Applications will be approved in waves, with the first wave being any applications received by Friday, May 8, 2028.

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

- Vendor applications received before May 8th will be notified of their application status by June 1st.
- Vendor applications received after May 8th will be reviewed as received, based on remaining event availability.



One application is to be submitted for all events. Applications will be reviewed and applicants notified and provided directions for payment, if applicable. Note that you may not be successful for all events selected, depending on availability.

Payment must be received no later than July 24, 2026. To guarantee your booth at all approved events. Vendors will not be permitted to set up if there are any outstanding balances owing.

Successful applicants will receive detailed instructions, including booth number, set-up/tear down, site map and parking, which will be emailed a few days prior to the event. Every effort is made to accommodate vendor needs appropriately.

Vendor Eligibility & Approval Process

Vendor applications are reviewed to ensure that the type and quality of products offered for sale meet the nature, spirit and purpose of the Taste of the Valley. Applications will be approved in waves. All vendors who apply during the first window from April 14th to May 8th will be reviewed in accordance with our vendor selection criteria. Any applications received after that point will be considered on a first-come, first-served basis, depending on event space, as long as the application still meets the vendor criteria.

[Taste of the Valley Vendor Selection Criteria](#)

Waitlist Policy

A vendor waitlist will be maintained once events reach capacity. If a space becomes available:

Waitlisted vendors will be contacted by email

Vendors have 48 hours to accept and will be invoiced

If no response is received, the space is offered to the next vendor

Code of Conduct

Taste of the Valley organizers strive to maintain a positive, welcoming, and successful event for all, including participating vendors.

Taste of the Valley vendors are expected to maintain professional behaviour at all times, including treating all customers, fellow vendors, event staff, and volunteers with courtesy, respect, and professionalism. As part of maintaining professional behaviour:

- no loud music or excessive noise at your booth during the event,
- no smoking or vaping within event area, including booth spaces
- Pets are not allowed at vendor booths unless required as a service animal.

The Taste of the Valley events have a zero tolerance policy for aggressive behaviour. Foul language, threats of violence and/or aggression will not be tolerated.



Taste of the Valley vendors are expected to comply with all event rules and regulations outlined in the Vendor Guidelines and event-specific emails.

Vendors are expected to maintain product integrity:

- Represent your products accurately in your application and promotion. Do not mislead customers or organizers about the origin, quality, or contents of your products.
- Only items listed as part of your vendor application are permitted to be sold.
- Food vendors must comply with all applicable public health regulations and inspections.

Vendor sites will be assigned 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.

Violations of this Code of Conduct or any part of the vendor guidelines may result in immediate removal from the event, forfeiture of fees, and/or disqualification from participation in future events.

Payment

Approved vendors will be notified and invoiced by email. Payments can be made online by credit card or in person at the County of Renfrew Administration building, 9 International Drive, Pembroke, ON K8A 6W5, by cash, cheque, debit or credit card. Cheques payable to the County of Renfrew can be mailed to the address above. Include your Taste of the Valley Invoice, your name and contact information with your payment. Taste of the Valley payments can not be made by e-transfer.

Refunds/Cancellations

Cancellations received prior to July 24, 2026, will receive a full refund.

No refunds will be guaranteed for cancellations after July 24, 2026.

If an event is cancelled due to circumstances beyond the County's control (extreme weather, public health orders or emergency), vendor fees will be credited toward a future event.

Set-up & Tear-down

Set-up: Vendors are permitted to set up between 8 am and 9:45 am on the day of the event. Certain events might have longer set up hours which will be outlined in the event-specific vendor email.

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

Food vendors using heat or propane must have a **fire extinguisher** on-site.

All food and beverage vendors must be approved in advance by the Health Unit to sell food and beverage products. As part of your vendor application, your information will be automatically sent to the Renfrew County Health Unit for approval. The Health unit will notify the event organizers and vendor applicants if there are any concerns.

If approval requirements have 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 certain Taste of the Valley events, 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.

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.

Vendor Sales & Payment Responsibility

While the organizers strive to ensure adequate WiFi or cell service at all event locations, vendors are responsible for ensuring their payment systems are operational, including having backup systems (i.e., cash) in the event of internet or power failure. Locations for the nearest ATM are outlined in the event-specific vendor email.

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 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 future refusal of booth space may be invoked.

On-site garbage and recycling bins are for consumer use only during the event.

Insurance

It is strongly recommended that vendors have business or event insurance.

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 to the ground (i.e., sandbags, weight plates, concrete blocks). Weights must adhere to the tent. There must be no or limited risk that booth components, displays, parts and/or accessories become unsecured or pose a risk of injury, particularly in the event of severe weather. If glass or other items with sharp edges are present in your booth, please ensure that every effort has been made to secure them safely.

Organizers have the right to inspect all booths prior to the event opening to ensure safe installation of tents and/or booth coverings. Organizers can request that a tent or booth covering not in compliance be removed to ensure the safety of vendors and visitors.

Weather & Emergency Policy

Events proceed rain or shine unless the weather poses a safety risk.



In the event of extreme weather prior to the event, vendors will be contacted by email or phone with further instructions.

During the event, any urgent safety announcements will be communicated via event staff.

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 that 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 and logo/image and must be submitted by the vendor.

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

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

Questions/Comments/Concerns?

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