

Fogo Island Partridgeberry Harvest Festival

Iceberg Arena - October 5th, 6th, & 7th, 2018

From: Pauline Brown
Festival Director

Subject: Marketplace Vendor and Food Vendor Guidelines

Dear Vendors,

On behalf of the Steering Committee I would like to thank you for being part of the tenth Fogo Island Partridgeberry Harvest Festival.

This year we anticipate an even more successful, and are excited that you will be part of this meaningful community-building event.

Show hours: Saturday October 6th, 11am to 6pm and Sunday October 7th, 1pm to 6pm. Vendors must be present at all times during show hours.

Booth set up times: Thursday October 4th from 5pm to 8pm and Friday October 5th from 12 noon to 6pm. Due to the supper on the Friday evening, we'd really appreciate as early a setup as possible.

Please ensure your set-up is completed by 9:30am on Saturday morning at the latest.

There will be no vendor load-in through the front doors after 9am. Please do not be late.

Booth take-down may not begin until 6pm on Sunday.

Design your booth to be visually attractive - make a plan to hide storage boxes, and maximize your available display space. Our volunteer cleanup crew thanks you in advance for leaving your booth space clean and free of garbage.

I would like to take this opportunity to remind you of the Booth Guidelines so you can maximize your sales and success at the event:

If you have purchased a Marketplace booth you may not sell meals & drinks.

If you have purchased a Food Booth you may not sell crafts.

Booths are 5' by 10' or 10' by 10' and will be clearly marked upon your arrival

Please keep your display within your 5' by 10' or 10' by 10' booth area.

Bring your own chair - those at the festival are for your customers.

Tables can be rented in advance - don't remove them from other booths or anywhere else.

If you have rented a table from us it will be in your booth.

After unloading please park your vehicle across the street in the School parking lot.

Parking at the Iceberg Arena is for your customers.

The primary themes of this event are Berries and Harvest produce so your products should reflect this. There is to be no other seasonal products for sale at your booth.

This festival is designed to help people grow their craft/food businesses, and so we request that the person making the work must be present at the show.

All products displayed must be made by people present. No commercial or imported products or sales representatives will be allowed.

Many thanks and we wish you every success at the festival.
Please feel free to contact me if you have any questions.

Yours sincerely on behalf of the FIPHF Steering Committee,

Pauline Brown
Festival Director
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