



Exhibitor Guidelines

CATCH Seafood Festival June 27, 28 - 2009

Hours of Operation

Date	Description	Time
Friday June 26, 2009	Exhibitor move in	12 pm to 8 pm
Saturday June 27, 2009	Open to the public	10 am to 8 pm
Sunday June 28, 2009	Open to the public	10 am to 5 pm
	Exhibitor move out	5 pm to 10 pm

What comes with your booth space?

Each 10x10 booth space includes:
8' high draped back wall and 3' high draped sidewalls (bright white)
1 – 6' skirted table (gold)
2 – Chairs
Company Sign

Notes:

-booth displays are required to have a professional presentation. All displays are subject to Show Managements approval
-booth displays must be ready to accept visitors by 10 am on opening day of the festival; and clear exhibit area by 10 pm on Sunday June 28th.

To order additional furnishings, services (including fridges/freezers),

Exhibit Décor Order Forms:

[Exhibit Decor Order Form](#)

Electrical Power Order Form:

[Electrical Order Form](#)

To receive the advance discount rates, your order and payment must be received in full by JUNE 12, 2009.

Sampling Food & Beverage– “Tasting Tickets”

- Tasting tickets are worth \$1 each and are available to visitors in sheets of 10.
- Tasting tickets are the official festival currency and can be used for sampling food & beverages throughout the festival.
- Tasting tickets are sold by the Festival Organizers only.
- Each Exhibitor selling samples is required to:
 - (a) Collect tasting ticket from patron;
 - (b) Offer menu items priced from \$1 to no greater than \$3;
 - (c) Limit sample sizes to a bite-size tasting presentation;
 - (d) Serve samples on disposable/environmentally friendly plates, no larger than a side plate size, portion cup, or finger foods
 - (e) Refrain from selling any items that have not been approved by the Festival Organizers.
 - (f) Wine/alcohol products poured for sampling must adhere to the following maximums. Maximum servings are based on alcohol content (by volume) of the product:

23% or greater	maximum serving 30ml
1% to 23%	maximum serving 60ml
Less than 7%	maximum serving 115ml

Notes:

- Tasting Tokens will be reimbursed to exhibitors less 10% administrative fee.
- For non-food & beverage items sold at your booth, patrons will pay vendor directly with proceeds to be kept by the vendor.

Sales, Ticketing, Controls

CATCH Seafood Festival has been designed to provide visitors with a variety of food items and Nova Scotia wine options.

Vendors are to limit portions to what might be considered a bite-size or tasting presentation. This allows patrons to experience a wide variety, it lowers food and product costs.

All menu items shall be served on disposable plates no larger than a generally accepted side plate or portion cup size.

Site Information

The festival will supply water/cleaning station in keeping with standard health regulations.

Security

Festival security will patrol the festival during operating hours. It is recommended that the vendors cover their booths and night.

Product Policies

Vendors are not permitted to sell any items that have not been approved by the Festival Committee.

Each food vendor may submit up to 3 food items to be served at the festival. The festival committee will encourage a diverse and interesting range of seafood items. If you have not submitted a description of the food products in your booth, please write to elderlm@gov.ns.ca before June 15.

Vendor Location & Spacing

Vendor space location will be allocated by the Festival Committee.

Garbage

Vendors are responsible for their individual sites. Garbage must be put in designated areas (including grease and grey water). Vendors must leave site as they found it, clear of all garbage.