



Museum of Ontario
Archaeology
History In Your Hands

1600 Attawandaron Road • London, ON • N6G 3M6
T: 519-473-1360 • F: 519-850-2363
E: info@archaeologymuseum.ca
Charitable Registration: 119049641RR0001

Dear Vendor:

We welcome your registration for our Annual Pow Wow & Native Harvest Festival, which will be hosted in London, Ontario at the Museum of Ontario Archaeology on Saturday, September 19 and Sunday, September 20, 2015.

The fee for the two days is \$50.00 for craft vendors and \$100.00 for food booth. There is no fee for community information booths. We ask that all craft vendors provide a gift(s) for our giveaway. All fees must be paid on or before set up, all vendor fees are non-refundable.

Many vendors have expressed interest in participating in our event, however; space is limited, so please forward your registration as soon as possible to reserve your space! All registration forms are subject to approval.

If you would like to participate, please complete the attached application form and submit to Cindy Barrett at cindy@archaeologymuseum.ca. You may also forward registration with payment by mail (certified cheques only, or deliver cash payment) to:

(Cheques payable to): Museum of Ontario Archaeology
1600 Attawandaron Road
London, ON. N6G 3M6

For any additional information or inquiries please feel free to contact the Museum of Ontario at info@archaeologymuseum.ca or by phone at (519) 473-1360.

Thank you for your interest in our event and I look forward to hearing from you very soon!

Cindy Barrett
Festival/Pow Wow Event Coordinator



Annual Pow Wow & Native Harvest Festival
Saturday, Sept 19 & Sunday, Sept 20, 2015

VENDOR INFORMATION PACKAGE

NOTE: EVERY ATTEMPT IS MADE TO PROVIDE COMPLETE VENDOR/FOOD BOOTH INFORMATION FOR YOUR CONVENIENCE. PLEASE COMPLETELY READ ALL INFORMATION OUTLINED BELOW AND FEEL FREE TO CONTACT US IF THERE ARE SPECIAL/OTHER CONSIDERATIONS NOT INDICATED. THANK YOU!

- Tables/Equipment: A 10' x 10' space will be provided for each vendor. Vendors must supply their own canopy, tables and chairs.
- Location: Museum of Ontario Archaeology (see attached map for directions)
1600 Attawandaron Road
London, ON N6G 3M6
- Set up: Set up can begin by 8:00 a.m on Saturday and Sunday. As several event activities (set-up, etc.) will be in progress, we ask that you respect the time set for your venue.
Canopies may also be set up on Friday, September 18th between 12:30 and 4:00 pm, however, please note that there is no on-site security personnel on Friday night. The Museum of Ontario Archaeology is not liable and/or responsible for loss, damage, or theft of any belongings, personal or otherwise.
- Loading/Unloading: Vendors will be responsible for loading and unloading all their supplies and equipment.
- Parking: During the event, vendors will be required to **park off site** after unloading as there is only accessible on-site parking. **All cars must be unloaded and off site by 9:30 am each day.** There are no exceptions.
- Security: Security personnel will be on-site beginning Saturday at 5:00 pm until Sunday at 8:00 am. It is the responsibility of all vendors to secure any valuables within your respective booths when you are not there. The Museum of Ontario Archaeology and its Security Personnel are not liable and/or responsible for loss, damage, or theft of any belongings, personal or otherwise.
- Power Availability: Hydro availability is very limited. Please contact Cindy prior to registration if you have hydro requirements.



- Water Availability: Water is available on site; however, food vendors will be responsible for transporting water to their own location. For safety reasons, please be kind and wipe any water spills to/from your booth.
- Vendor Trash Pick-up: There will be trash cans located throughout the vendor areas. Volunteers and Museum maintenance staff will be periodically emptying these cans.
- Food Booth Trash: Food booths are responsible for your own clean up in/around the food booth and garbage can. Food vendors are required to dump their garbage on a **regular basis**.
- Food Vendors: Food Vendor requirements also include contact with the London and Middlesex Health Unit to complete the appropriate authorized **Special Events Food Vendor Form** no later than 14 days (2 weeks) prior to the event. Information and the link to the form can be found on their website at <https://www.healthunit.com/food-safety-at-special-events>. **All** food vendor staff/volunteers must possess a valid Food Handlers Safety Certificate.
- Clean up: All vendors are responsible for cleaning up their site before leaving the gathering site.



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Directions:

The Museum is located in a quiet residential area near Wonderland Road and Fanshawe Park Road in London, Ontario. Our address is 1600 Attawandaron Rd., London, Ontario, N6G 3M6

If travelling north on Wonderland Road, turn right onto Attawandaron Gate and then right onto Attawandaron Road. Follow road into Museum parking lot.

If travelling south on Wonderland Road, turn left onto Aldersbrook Road and then right onto Attawandaron Road. Follow road into Museum parking lot.

Accommodations:

There are no camping facilities on-site. The closest motel to the Museum is the Lighthouse Inn, located at 705 Fanshawe Park Road West and indicated on the map below. Their phone number is 519-473-4500. Details on other London accommodations can be found on Tourism London's website www.londontourism.ca

