

Lee Chamber of Commerce

Founders Weekend Vendor Registration September 18-20, 2026

Name of Organization _____

Contact Person Name _____

Mailing Address _____

Telephone _____ Cell Number or Alt. Number _____

Email(s) _____

Taste of Lee: Friday, 9/18 (5:00-8:00PM)

Vendor and Food Fair: Friday, 9/18 (5:00-8:00PM) and Saturday, 9/19 (9:00AM-8:00PM)

NOTE: There is NO Vendor Fair in the Park on Sunday this year, but food opportunities are a new option at the **Athletic Field from 12:00noon – 4:00pm**

Type of Participation

Food Vendor – Food Type: _____

Other Vendor – Product: _____

Organization/Information Activity or Booth – Details: _____

Days/Date(s) of Participation

Friday, September 18, 5 – 8pm. Set-up begins: 4pm. All vehicles **MUST** be moved before street closure at 4:45pm

Saturday, September 19, 10am – 5pm. **NOTE:** Set-up **MUST** be complete and vehicles moved by 9:45am due to Parade

Sunday, September 20, 12:00noon – 4:00pm at the Athletic Field for the Dog Parade, Duck Race, and Corn Hole

Additional Details

I have a 10' x 10' tent. **NOTE:** all tents must be staked or weighted for safety. If your booth is on asphalt or sidewalk, weights are mandatory.

I have a table, but no tent

I am requesting electric power for my booth

PLEASE NOTE: *Vendor locations will be assigned by the Founders Weekend Committee, subject to availability. Participation is limited to assigned spaces only. If you do not register and receive an assigned space, you will not be allowed to participate in the event.*

Please review Pages 2-4 for payment information, guidelines, and requirements before submitting your registration.

⚠️ Food vendors must obtain a Tri-Town Health Permit and comply with Town of Lee zero-waste requirements.

⚠️ Registration deadline: August 1, 2026 to ensure inclusion in promotional materials.

PAYMENT PAGE

Participation Fees

Food Vendors: Taste of Lee

Registration Fees:

Chamber of Commerce Members FREE

Non Chamber Members \$125

This fee allows participation on Friday evening, all day Saturday, and noon to 4:00pm on Sunday.

Food vendors are required to use compostable products.

Other Vendors:

Chamber of Commerce Members FREE

Non-Chamber Members \$150

Non-Profit Organizations \$25

Community Organizations \$25

Farmers Market Vendors \$25

Vendor Fee Due: \$ _____

Compostables for Food Vendors

Item	Package Size	Cost	Number of Packages	TOTAL COST
Large Clamshell – 9" x 9" 3 compartments	50 pieces	\$20		
Small Clamshell – 6" x 6"	50 pieces	\$15		
Dinner Plates -- 9" 3 compartments	100 pieces	\$15		
Dessert Plates -- 6"	125 pieces	\$10		
Bowls	50 pieces	\$10		
Cold Cups -- 9 oz	50 pieces	\$20		
Hot Cups – 8 oz	50 pieces	\$15		
Napkins	500 pieces	\$10		
Cutlery Pack – napkin, fork, spoon, & knife	50 pieces	\$20		
Forks	100 pieces	\$10		
Knives	100 pieces	\$10		
Spoons	100 pieces	\$10		

****NOTE: If you need a product or size not listed, please get in touch with us, and we will work with you to find it.**

Compostables Total for Food Vendors: \$ _____

Total Due: \$ _____

PLEASE MAIL OR EMAIL COMPLETED FORM AND FEE BY AUGUST 1ST:

Lee Chamber of Commerce, PO Box 345, Lee MA 01238-0345

Questions or concerns, call: 413-243-1705 or email director@leechamber.org.

Credit Card Payments: Name on Card _____

Card Number _____ Exp Date: _____ CVV Code: _____

Founders Weekend Vendor Guidelines

September 18-20, 2026

General Requirements for ALL Vendors

- Registration is required for participation. Vendors not registered with the Lee Chamber of Commerce will be asked to leave.
- Spaces are assigned by the Founders Weekend Committee and are made on a first-come, first-served basis or due to special requirements.
- Marketing materials must be submitted by August 1 for inclusion in event promotions.
- Vendors are responsible for providing their own tents, tables, chairs, weights, and display materials.
- Vendors are responsible for maintaining a clean area throughout the event and for removing all of their trash at the end of the event. This is a “**Leave No Trace – Carry In, Carry Out!**” weekend.
- Vendors may leave their tents in place throughout the weekend; however, **overnight security is not provided**. We strongly recommend that you **remove all valuables and merchandise each evening** for safekeeping.

Food Vendor Requirements

- **All vendors selling food at any point in the weekend must comply with all health regulations and obtain a separate Tri-Town Health Permit (\$60, new fee as of 12/1/2024) The fee may be waived for non-profit/charitable organizations. Please contact the Tri-Town Health directly at 413-243-5540 or visit: www.tritownhealth.org. They will be able to help you through the process. NOTE: They will be checking for permits.**
- Town of Lee regulations prohibit Styrofoam and most single-use plastics, and our zero-waste initiative requires that vendors use recyclable or compostable containers. **All food vendors must purchase compostable plates, bowls, cups, napkins, and utensils through the Chamber of Commerce to use during the event. See payment form for options.**

FOUNDERS WEEKEND HOURS AND SET-UP INFORMATION:

Taste of Lee – Main Street Vendor Requirements, Friday, September 18, 5:00–8:00 PM

If you are setting up on Main Street, the following event requirements must be followed to ensure a smooth, safe, and enjoyable experience for all participants and guests:

Set-Up and Parking

- Main Street will close to all traffic at 4:00 PM. **Vendor booth set-up begins at 4:00 and should be complete by 4:45 PM.**
- You may begin unloading at 3:45 PM, but no tents or tables may be placed on the street until the official road closure at 4:00.
- You may unload your vehicle directly on Main Street, but it must be moved to a designated parking area immediately afterward.
- **All vehicles must be off Main Street by 4:30 PM** to avoid interfering with incoming foot traffic. (Set-up may continue.)

Booth Placement and Conduct

- Canopies must allow adequate space for pedestrian traffic along the sidewalk.
- Be courteous to downtown businesses: do not block doorways, display windows, or entrances without speaking with the business owner first.
- All vendors should plan to cease operations by 8:00 PM in preparation for the fireworks show and booth disassembly.
- **Main Street reopens to vehicle traffic at 9:00 PM. To ensure public safety, all vendor materials must be fully packed up and removed by that time.**

Pro Tip

The Taste of Lee draws a large crowd, often resulting in long lines. We recommend bringing adequate staff to keep service moving efficiently and maintain a great customer experience.

Lee Founders Weekend – Town Park Vendor Requirements, September 18-19, 2026

If you are setting up in Town Park, please review and follow the requirements to help us ensure a successful and well-organized weekend for all:

Town Park Vendor Hours

- Friday: 5:00 PM – 8:00 PM
- Saturday: 10:00 AM – 5:00 PM

Park Vendor Set-Up & Parking

- Tent sizes should be 10x10 or smaller. Vendors must provide all chairs, tables, canopies, and associated canopy weights. **Erected canopies and umbrellas must be safely anchored.**
- **Vendor set-up may begin after 12:00 PM (Noon) on Friday.**
- You may unload on Park Place, but vehicles must be moved immediately after unloading. Vendor parking is not permitted around the Park during event hours. Please use the municipal lots to keep prime spaces available for visitors.
- Friday evening will get dark, and many vendors find some battery-operated LED lights are helpful at their tents. Many options are available on Amazon or other online stores.
- There is very limited electricity available and will be allotted on a first-come, first-served basis, by contacting director@leechamber.org.

IMPORTANT REMINDER:

The Parade is on Saturday at 10:00 AM. **MAIN STREET WILL BE CLOSED FOR THE DURATION OF THE PARADE** and will re-open at approx. 11:00 AM.

Tip: Arrive early! We suggest you get set up by 9:30am and move your vehicle to one of the municipal lots.

THE PARADE ROUTE: The Parade begins at Center Street, travels south along Main, takes a left turn onto Park

Lee Founders Weekend – Sunday Athletic Field Vendors, September 20, 2026, 12:00 NOON – 4:00 PM

With our expanded Sunday schedule, there are many opportunities for Food Vendors for a fun-filled afternoon featuring the culmination of the popular Dog Parade, the Lion's Club Rubber Duck Race on the Housatonic River, the Corn Hole Tournament, live entertainment, and family activities. Food vendors, food trucks, beverage vendors, ice cream, and frozen treat vendors are especially encouraged to participate.

Set-Up and Parking

- Vendor set-up may begin at 10:30 AM and should be complete by 11:45 AM.
- Vendors may unload in designated areas near the Athletic Field and must move vehicles to vendor parking immediately after unloading. Vendor parking will be available on-site or in designated nearby lots as directed by event staff.
- Vendors should plan to remain open for the duration of the event, from 12:00 Noon to 4:00 PM.

Vendor Requirements and Conduct

- Food vendors must be self-contained. Electricity is extremely limited and cannot be guaranteed. Vendors requiring power should contact the Lee Chamber of Commerce in advance. Available electrical access will be assigned on a first-come, first-served basis.
- Vendors must provide their own tents, tables, chairs, extension cords, generators (if permitted), and other equipment needed for operation.
- All food vendors must comply with Tri-Town Health Department requirements and display a valid permit. See above
- Vendors are responsible for maintaining a clean area throughout the event and for removing all trash, boxes, equipment, and materials at the conclusion of the day. Please follow a "Pack It In, Pack It Out" approach.
- All vendor materials, tents, and equipment must be removed promptly following the conclusion of the event.

Pro Tip

The Athletic Field activities create a relaxed, family-friendly atmosphere that encourages guests to linger throughout the afternoon. Consider offering quick-service items, cold beverages, frozen treats, and grab-and-go options to maximize sales and keep lines moving.