

Terrace Bay Lighthouse Festival



Street Market

Friday, August 17, 2018

Noon to 8:00pm

Simcoe Plaza

Attached is a registration package that outlines vendor information.

Please complete the registration form and mail it along with payment to:

Township of Terrace Bay
Lighthouse Festival
P.O. Box 40, Terrace Bay, ON P0T 2W0

Phone: 807-825-3315 ext.225
Fax: 807-825-9576
Email: recreation@terracebay.ca





TERRACE BAY - Lighthouse Festival

Friday, August 17, 2018

Noon to 8:00pm – Simcoe Plaza

VENDOR CRITERIA

- Local artisans and businesses are welcome to display their items for sale.
- Food Vendors are welcome to register their food booth.
- COMMUNITY GROUP/SERVICES - Groups are welcome to provide information and/or fund-raising venues.

RATES *plus tax

\$25.00 - Artisan/Businesses/Groups	\$100.00 - Food Vendors
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1. Each Exhibitor Space includes 1 – 8' table and 2 chairs.
2. No power is available, if it is required the exhibitor will need to supply their own generator
3. No Canopy Tents will be provided, exhibitors must supply their own tent. Please mark on your registration form if you will be bringing a tent. Exhibitors supplying their own tent will be assigned a space on the grass area or street area.
4. All Exhibitor Booths will be assigned a space under the Simcoe Plaza Canopy.
5. All Food Vendors will be assigned a space on the Simcoe Plaza Street

FOOD VENDORS - Required to submit food vendor application to Thunder Bay District Health Unit. Information to apply can be accessed through the TBDHU website at <http://www.tbdhu.com/EH/FoodSafety/SpecialEvents>

SET-UP

Vendor Set-up Time: 9:30am to 11:30am

Sale Hours: Noon to 8:00pm – Mandatory and after 8:00pm - optional

* THE TOWNSHIP OF TERRACE BAY IS NOT RESPONSIBLE FOR ARTICLES LEFT UNATTENDED.

LOADING & UNLOADING

A portion of the Simcoe Plaza Street will be closed to public access prior to the event for set-up and during the event. No vehicles will be permitted inside the barricaded area. ***Vendors must be prepared to move their product from their vehicles to their table site.***

ADVERTISING

The Recreation Department will conduct a local advertising campaign in our local newspapers, brochures, posters and radio ads

REGISTRATION

All vendors must complete a registration form and submit with payment to the:

Township of Terrace Bay
Lighthouse Festival
P.O. Box 40, TERRACE BAY, Ontario P0T 2W0

REGISTRATION DEADLINE: Friday, August 10, 2018

In order to avoid disappointment vendors are encouraged to submit your registration with payment prior to registration deadline. Only paid registrations will be accepted.

If you wish to confirm your registration, or require more information please contact the RECREATION OFFICE at 825-3315 ext. 225 or by email at recreation@terracebay.ca



TERRACE BAY "Lighthouse Festival"

Friday, August 17, 2018

REGISTRATION FORM

Group/Company	
Contact Person	
Address	
City/Town	
Postal Code	
Telephone	Home:
	Business:
E-Mail:	
Products Please indicate products or fund-raising event	

AREA	Table ✓	Tent ✓ <small>Must provide own tent</small>	COST (inc.hst) (8 FT. TABLES)	TOTAL
Artisan Vendors			\$ 28.25	
Food Vendors <small>Required to submit food vendor application to Thunder Bay District Health Unit</small>			\$ 113.00	
TOTAL PAYABLE				

**If you wish to confirm receipt of your registration,
 please call the Recreation Office at 825-3315 ext. 225
 Payment must be submitted with your Registration Form to:**

**Township of Terrace Bay
 Lighthouse Festival
 P.O. Box 40, Terrace Bay, Ontario P0T 2W0**

OFFICE USE

DATE	RECEIPT #	AMOUNT	REGISTRATION #