



An Invitation to Area Crafters

We would like to extend a personal invitation to you to participate in the

Township of Terrace Bay
38th Annual Fall Market
Sunday, September 8, 2019
12 noon – 4:00pm
Terrace Bay Arena

We are giving our previous Fall Fair a new name and look to provide a **Market atmosphere**, hence the new name **FALL MARKET!** This event attracts local residents, individuals from surrounding communities and tourists who are passing through Terrace Bay. Past records boast over 1,000 attend this four-hour event!

Our Arena transforms into an exciting market – as area crafters and community groups set-up attractive displays and promote their products. Our **FALL MARKET** is a **SUCCESS STORY** that we are inviting you to be a part of. Join us for one of the largest markets on the North Shore!

We have attached a registration package that outlines vendor information. If you are interested in spending a great afternoon in Terrace Bay, please complete the Registration Form and mail it along with your payment to:

Township of Terrace Bay
Fall Market Registration 2019
P.O. Box 40, Terrace Bay, Ontario P0T 2W0
(807) 825-3315 ext. 225
recreation@terracebay.ca
www.terracebay.ca/fallmarket



Township of Terrace Bay
 "38th Annual FALL MARKET"
 Sunday, September 8, 2019
 12 noon – 4:00 pm- Terrace Bay Arena
EXHIBITOR INFORMATION

EXHIBITOR CRITERIA

The Fall Market accepts applications from Canadian makers, artisans, visual artists and local home based businesses.

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 https://www.tbdhu.com/health-topics/food-safety/special_events_food_vendor

LOCAL HOME BASED BUSINESSES are welcome to register until the deadline (Terrace Bay, Schreiber, Rossport & Jackfish) Only 1 representative per company will be allowed to register on a first come, first serve basis. After the deadline OUT OF TOWN home based business will then be allowed to register if there is not a company registered.

COMMUNITY GROUP/SERVICES - Groups are welcome to provide information and/or fund-raising venues.

EXHIBITOR FEES

\$25.00 – Regular Site	\$30.00 – Outside/Electrical Site
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1. Each Exhibitor Space includes 1 – 8’ table and 2 chairs.
2. Maximum 3 Tables per Exhibitor.
3. Exhibitor must supply their own extension cords.
4. Regular Sites – are located on the inside area of the arena, not against the board area
5. Outside/Electrical Sites – are located against the boards of the arena floor, any exhibitor requiring electrical will be required to register for this site.

ALLOCATION

The Fall Market will take place inside the Terrace Bay Arena. The Township of Terrace Bay will try to accommodate all exhibitors, however we are unable to guarantee special requests. Anyone requesting the outside area (boards) must pay the \$30.00 exhibitor fee plus hst to guarantee that area. Exhibitor space will be allocated on a first-come/first serve basis.

SET-UP

**All Exhibitor Tables must be set-up by 11:30 AM - SUNDAY, SEPTEMBER 8, 2019
 All Exhibitors are not allowed to take down their display until after 4:00pm!
 NO EXCEPTIONS!**

TIMES:	SATURDAY, SEPTEMBER 07	10:00 AM – 8:00 PM
	SUNDAY, SEPTEMBER 08	8:00 AM – 11:30 AM

*Arena doors will be locked at 8:00 p.m. on Saturday evening to secure the exhibitor area, however the Township of Terrace Bay is not responsible for articles left unattended.

LOADING & UNLOADING

Exhibitors will access the Arena through the BACK ENTRANCE – CURLING CLUB PARKING LOT. The **FRONT ENTRANCE will be locked** to restrict public access prior to SUNDAY at 12 NOON.

MOST CREATIVE DISPLAY

Exhibitors are encouraged to create unique displays. Display areas will be judged at 11:00 AM. The Exhibitor with the "**MOST CREATIVE DISPLAY**" will receive a gift certificate redeemable at any Fall Market Exhibitor Table.

ADVERTISING

The Recreation Department will conduct a local advertising campaign on our local newspapers, website, facebook and radio ads

REGISTRATION

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

Township of Terrace Bay
Fall Market Registration 2019
P.O. Box 40, TERRACE BAY, Ontario P0T 2W0

REGISTRATION DEADLINE: Thursday, August 29, 2019

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

IMPORTANT NOTICE

https://www.tbdhu.com/health-topics/food-safety/special_events_food_vendor

We have received the following information from the Thunder Bay District Health Unit regarding foods prepared at private homes.

HOME CATERER GUIDELINES

"Any person who prepares or handles food in his or her home with the intention of providing it to the public" – must comply with the Thunder Bay District Health Unit guidelines. Private vendors who will be selling food at their booths (ie: Jams, jellies, chocolate, baking, meat products, etc.) must be in compliance with all regulations.

Community groups/not-for profit vendors will be permitted to sell Baked Goods.

Should you require more information, please contact Michelle Malashewski at the Terrace Bay Recreation Department – (807) 825-3315 ext.225. A copy of the guidelines will be made available to interested parties.

We appreciate your co-operation with this matter. We look forward to seeing you at this year's Fair.



Township of Terrace Bay
 38th Annual FALL MARKET
 Sunday, September 8, 2019

REGISTRATION FORM

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

AREA	# Tables Or Space Only	COST (inc. hst) (8 FT. TABLES)	TOTAL
Regular Site (inside area)		\$ 28.25	
Outside Site (Boards)		\$ 33.90	
Electrical (outside boards)		\$ 33.90	
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
 Fall Market Registration 2019
 P.O. Box 40, Terrace Bay, Ontario P0T 2W0**

OFFICE USE

DATE	RECEIPT #	AMOUNT	REGISTRATION #