



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

**Terrace Bay Lighthouse Festival**  
**ARTISAN MARKET**  
**Friday, August 18, 2023**  
**1:00pm to 7:00pm – Simcoe Plaza**

Attached is a registration package that outlines vendor information.

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

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

Phone: 807-825-3315 ext.7102  
Fax: 807-825-9576  
Email: [recreation@terracebay.ca](mailto:recreation@terracebay.ca)





# Terrace Bay Lighthouse Festival - Artisan Market

## Friday, August 18, 2023

### 1:00pm to 7:00pm – 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

<b>\$25.00 - Artisan/Businesses/Groups</b>	<b>\$100.00 - Food Vendors</b>
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1. Each Exhibitor Space includes 1 – 8' table and 1 chair
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 [www.tbdhu.com/health-topics/food-safety/special\\_events\\_food\\_vendor](http://www.tbdhu.com/health-topics/food-safety/special_events_food_vendor)**

#### SET-UP

**Vendor Set-up Time: 9:30am to 12:30pm**

**Sale Hours: 1:00pm to 6:00pm – Mandatory and after 6:00pm - 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 – Artisan Market  
P.O. Box 40, TERRACE BAY, Ontario P0T 2W0**

**REGISTRATION DEADLINE: Friday, August 4, 2023**

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. 7102 or by email at [recreation@terracebay.ca](mailto:recreation@terracebay.ca)



# Terrace Bay Lighthouse Festival – Artisan Market

## Friday, August 18, 2023

### REGISTRATION FORM

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

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

**If you wish to confirm receipt of your registration,  
 please call the Recreation Office at 825-3315 ext. 7102  
 Payment must be submitted with your Registration Form to:**

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

#### OFFICE USE

DATE	RECEIPT #	AMOUNT	REGISTRATION #