



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

**Terrace Bay Lighthouse Festival
ARTISAN MARKET
Friday, August 16, 2024
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:

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





Terrace Bay Lighthouse Festival - Artisan Market

Friday, August 16, 2024

1:00pm to 7:00pm – Simcoe Plaza

VENDOR CRITERIA

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

RATES *plus tax

\$25.00 - Artisan/Businesses/Groups

1. Each Exhibitor Space includes 1 – 8' table and 1 chair **(2 table limit)**
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

Please contact Michelle to discuss at 807-825-3315 ext 7102 or email: recreation@terracebay.ca

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

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 POT 2W0

REGISTRATION DEADLINE: Friday, August 2, 2024

In order to avoid disappointment vendors are encouraged to submit your registration with payment prior to registration deadline. Only paid registrations will be accepted. Phone payments accepted with credit card. The Township does not accept e-transfers at this time.

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



**Terrace Bay Lighthouse Festival
ARTISAN MARKET
Friday, August 16, 2024**

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	
TOTAL PAYABLE				

**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 #