

DOWNTOWN BRACEBRIDGE ANNUAL VENDOR INFORMATION

Bracebridge Business Improvement Area Association (BIA) is pleased to extend this invitation to participate in the several annual street events we hold each year. Please fill in the requested information below if interested in participating in any of our street events. All applications are subject to approval.

Events	Date	Event Hours	Expected Attendance	Cost per 10x10 space	Extra Space (based 10x10)	Set up	Clean Up
Father's Day Car Show	Sunday June 17 th , 2018	9am to 3pm	3000	\$50.00	\$25.00	7:00am - 9:00am	3:00pm – 5:30pm
Canada Day Celebrations	Sunday July 1st, 2018	4pm to Dusk	5000	\$75.00	\$35.00	9:00am - 11:am	9:30pm – 10:30pm
Midnight Madness	Friday August 3rd, 2018	6pm to 12am	10,000	\$100.00	\$50.00	4:00pm- 5:30pm	12am – 1am
Fire & Ice Festival	Saturday January 26th, 2018	9am – 7pm	12,000	\$100.00	\$50.00	7:00am - 8:30am	7:00pm – 12:00am

- All vendor spaces are located outside.
- Events are all rain or shine and vendors are expected to be prepared for all weather.
- Events are located along Manitoba Street in Downtown Bracebridge.
- Vendor's will be contacted by organizers one week prior to the vent to provide your location and set up details.
- All vehicles must be removed from the festival no later than 30 minutes prior to the start of the event.

VENDOR SPACE

- Vendor spaces are 10x10 space unless previously approved by the organizers.
- Food Vendors will be provided 10x15 space to allow extra space for lineups.
- Be mindful that street space is not level and will have a slight grade to it. We cannot guarantee a zero-degree grade.
- Do not block driveways and if you do please make sure you can move your items quickly in case of an emergency.
- The Festival must maintain an emergency lane at all times along the street. Please set up within you designated area to ensure this laneway is maintained. Failure to keep enough space for an emergency vehicle will result in us asking you to adjust your set up.
- Please check in with Vendor Marshall prior to setting up to ensure there has been no changes to your set up location.
- We will not guarantee a specific location on the street.

TENTS/ TABLES/CHAIRS

- Vendors are responsible for providing all items for their booth. This includes, Tents, Table, Chairs unless previously arranged.
- The majority of space will be located along Manitoba Street and will be on a hard surface therefore, tent legs must be tied down with a minimum weight of 10 lbs per leg. If you do not have an appropriate way to secure your tents, then you will be asked to take your tent down. Cinderblocks/cement blocks, Large water bottles and sand bags make good weight.

VEHICLES

- Vendors may drive their vehicles to their location to load and unload only.
- **NO VEHICLES ARE PERMITTED ON THE STREET DURING THE EVENT** (unless approved prior).
- Please ensure your merchandise is off the street before the street is reopened.
- When you are driving within the closed off area please do not drive more than 5 km per hour and be aware of your surroundings at all time.

GARBAGE

- All Participants are responsible for their own garbage and recyclables.
- All garbage and recyclables must be taken with each participant when they leave. Failure to remove garbage will result in the vendor being charged a removal fee of \$20.
- No participant is to use the municipal garbage receptacles located on the street.

LEAVING EARLY

- Vendors are expected to be at the event the entire time unless it was arranged prior with event organizers.
- Leaving early will result in you not being asked back for future events.
- If you have arranged to leave early you must contact one of the organizers who can assist you with leaving the festival area safely. See below for contact information.

ELECTRICITY

- Electricity is limited within the festival area and if required should have been included upon reserving your booth and an additional fee will apply of \$40 per event and must be pre – approved and pre-paid prior to receiving power at the event.

SERVING FOOD/BEVERAGE A PERMIT IS REQUIRED;

- If you are a food vendor, you must display your approved permit from the Simcoe Muskoka Health Unit. Failure to do so will result in you losing your booth space
- All food served must be confirmed by the organizers.
- Permits can be obtained by filling out a Special event form through Simcoe Muskoka Health Unit - www.simcoemuskokahealth.org

PARKING FOR VENDORS

- Once you have unloaded and are ready to move your vehicle you have several options within the Downtown Core where you can park. If you are located on the upper end of Manitoba street we recommend you using the Train Station parking lot or the Woodchester Parking Lot. See attached map for details. You may park your car and walk back to the festival.

******Safety is our number one concern please ensure you are parking in designated areas and adhere to the no parking signs in the festival area to ensure our police, fire and ambulance can move around the town.***

WASHROOMS

- Portable washrooms can be found along Manitoba Street.
- Indoor washrooms are in several locations – This includes Bracebridge Memorial Arena, Bracebridge Library, Visitor's Center.

FIRST AID

- The Festival will have First Aid Certified person on site for the event. In an event of an emergency contact the Event Organizer – Tracy Larkman and we will manage any issues involving children being separated from their parents or any emergency that may occur.

SMOKING

- Due to the new no smoking laws in Ontario this event is a non-smoking event. We are asking that all vendors adhere to this new law. No smoking within the festival area if you wish to smoke please walk to outside the festival area.

INSURANCE

- Proof of Liability insurance is required prior to the event for all vendors.

EVENT APPROVAL

- All vendor applications will be subject to approval by each event committee and the Bracebridge BIA board.
- Once approved cheques can be made out to the Bracebridge BIA.



**Downtown Bracebridge
BIA
Festival and Events
Application Form**

For Office use:	Approved: _____
Date Received:	_____
Insurance: _____	Signed Agreement: _____
Insurance Expiry Date:	_____
Payment:	_____
Process Date:	_____
Amount:	_____

Please fill out the application form email back to visit@downtownbracebridge BIA, fax to (705) 646-5591 or mail to 35C Manitoba Street, Bracebridge ON P1L 2A9. If you have any questions, please contact Tracy at (705) 646-5590.

Applicants Name: _____	Business Name: _____
Mailing Address _____	
Email Address: _____	Phone: _____
Cell: _____	Website: _____
Facebook URL: _____	Twitter: @ _____
Nature of Items to be Sold: _____	
Space Required: _____	
Check off which events you wish to participate in:	

- Father's Day Car Show – June 17th, 2018
- Canada Day Celebrations – July 1st, 201
- Midnight Madness Street Festival – August 3rd, 2018
- Fire and Ice Festival- Saturday January 26th, 2019

Will you require Electricity: Yes or No

Please note we cannot guarantee a power source therefore you may be required to supply your own.

An additional fee of \$40 will apply if approved for power and you will be required to supply your own extension cord – 50ft minimum.

By signing this form, you agree to abide by all the rules and regulations of the Bracebridge BIA and its events.

Signature: _____