

Downtown Bracebridge Festivals & Events Vendors Application



Bracebridge Business Improvement Area Association (BIA) is pleased to extend this invitation for outside vendors to participate at our special events that we hold each year.

2019 Events	Date	COST Per 10x10 space	Street Close	Show Hours	Tear Down	Streets Reopen
Father's Day Car Show	Sun. June 16 th	\$50.00	7:00am	9am to 3pm	3pm – 5:30pm	5:30pm
Canada Day Celebrations	Monday. July 1 st	\$75.00	12:00pm	4pm to Dusk	9:30pm – 10:30pm	11pm
Midnight Madness	Fri. August 2nd	\$100.00	3:30pm	6pm to 12am	12am – 1am	1am
Fire & Ice Festival 2020	Saturday January 25 th ,2020	\$75.00	7:00pm	10am to 6pm	7pm – 9pm	12am

- **Extra space** is subject to an additional charge of \$40 per additional 10'x10' space that is required.
- The participation fee is non-refundable.
- Local Not for Profit Organization the fee is waived but approval is still required.

VENDOR APPROVAL

- The Bracebridge BIA must approve ALL vendors.
- BIA members with businesses within the festival area will be given first right of refusal to set up on the street.
- If the BIA member declines the use of the space the BIA can use this space for an approved outside vendor.
- BIA members that have a business within the festival area can no longer reserve space for an outside vendor. They must use for their own business only. All other vendors must apply to the Bracebridge BIA to attend the festival and vendors fee's will apply.
- All outside vendors and organizations must apply to the Bracebridge BIA and must be approved and the BIA.
- Festival location will be decided on by the Bracebridge BIA.
- The BIA has the right to deny any application for any reason.
- If approved, you will be required to pay your vendors fee immediately and will only be confirmed once payment is received and will be done on a first come first serve basis.
- Vendor approval will be based on the following criteria.
 - 1) Type of product sold in relation to our Bricks and Mortar businesses within the BIA boundaries.
 - 2) Current vendors already approved.

VENDOR INFORMATION

To ensure that everyone has an enjoyable event we ask that all participating vendors set up within the space that is assigned to them. Spaces have been assigned by the organizing committee and careful consideration has been given based on surrounding local businesses.

Please be courteous to other participants and the merchants of the Downtown throughout the event.

TIME OF SET UP

- Event set up will be based on each event. However, it is generally 2 hours prior to the start of the event. The Bracebridge BIA will contact you one (1) week prior to the event to provide you your exact location and final event details.

VENDOR SPACE

- Vendor spaces are 10x10 space unless previously approved by the organizers.
- Do not block driveways and if you do please make sure you can move your items quickly in case of an emergency.
- An emergency lane must be maintained at all times along the entire length of street.
- Please set up within your 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.

TENTS/ TABLES/CHAIRS

- Vendors are responsible for providing all items for their booth. This includes, Tents, Table, Chairs unless previously arranged.
- Tents Must be secured – Each vendor is responsible for securing your tent with weights. 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 are a good option for weights.

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.
- You are not to use the municipal garbage receptacles located within the festival area.

ELECTRICITY

- Electricity is limited within the festival area and if required should have been included upon reserving your booth. We will not be able to provide any power unless it was previously arranged and approval must be given if you are bringing a generator.
- Using a Generator - Quiet generators are permitted (4-stroke) - All cords running through a public walkway (sidewalk) must be covered with mats and is the responsibility of the vendor.

FOOD VENDOR

- If you are a food vendor you must display your approved permit from the Simcoe Muskoka Health Unit clearly at your booth. 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 and must be completed at least 15 days prior to the event.

- Vendors are not permitted to dump grease, grey water or ice onto turf, pavement or brick areas. Any costs incurred by Downtown Bracebridge for clean-up of spilt items will be charged to the vendor.
- All food vendors are to provide a garbage can and recycle bins for use at your booth and all garbage created during the festival is to be taken with the vendor.
- All food vendors must have their liability insurance listing the Corporation of the Town of Bracebridge and District Municipality as additional insured and send this to visit@downtownbracebridge.com as soon as you are approved as a vendor.

EVENT HOURS

- Vendors are expected to stay for the entire event.
- If you have arranged to leave early you must contact one of the organizers who can assist you with leaving the festival area safely.
- Leaving early will result in not being asked back to future events.

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 Bracebridge Arena parking lot you can park and then walk back to the festival area, if you are located on the lower end of Manitoba street then you may utilize either the Train Station parking lot or the Woodchester Parking Lot. See attached map for details.

******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 within the festival area a map will be provided prior to each event with the exact locations.
- Indoor washrooms are in several locations – This includes Bracebridge Memorial Arena, Bracebridge Library, Visitor's Center.

FIRST AID

- The festival organizer will manage any first aid requirements as well as any issues involving children being separated from their parents. If an issue arises you are to contact the festival organizer asap.

SMOKING, VAPING & MARIJUANA

- 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 law. No smoking tobacco, marijuana or vaping within the festival area if you wish to smoke you must go to a side street.

FESTIVAL OPERATIONS

- The Bracebridge BIA is not responsible for loss or damage to property
- Each vendor shall take necessary precautions to protect their valuables.

FESTIVAL ORGANIZER

TRACY LARKMAN - Tel: 705 646-5590 / Email: Visit@downtownbracebridge.com

Downtown Bracebridge BIA Festival & Events Application Form

FOR OFFICE USE ONLY

Date Approved: _____

Approved By: _____

Payment Received: _____

Vendor Contacted: _____

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: _____

Nature of Items to be Sold:

Approximate Space Required: _____

Check off which events you wish to participate in:

- Father's Day Car Show – June 16th, 2019**
- Canada Day Celebrations – July 1st, 2019**
- Midnight Madness Street Festival – August 2nd, 2019**
- Fire and Ice Festival – January 25th, 2020**

Will you require Electricity: Yes or No

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

Signature: _____ **Date:** _____

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

For Office Use Only

Approved by: _____ **Date:** _____