



VENDOR INFORMATION

Event Date: Saturday January 27th
Time – 9am – 6pm
Manitoba Street from Ontario Street to Ida Street

Bracebridge Business Improvement Area Association (BIA) is pleased to extend this invitation for outside vendors to participate in the Fire and Ice Festival. Please note this is an outdoor festival no indoor space is available.

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.

VENDOR FEE

- Cost to be at the event is **\$150 per 10x10 space**. Additional space must be arranged prior to the event and is at a cost of \$50 per 10x10 space provided.
- Payment is due prior to the start of the event and can be made by chq to the Bracebridge BIA or by cash we do not take e-transfers.

TIME OF SET UP

- Event set up for vendors will occur on **Saturday January 27th** unless arranged prior with organizers.
- Vendors can arrive anytime after 6:30am on this day.
- You must be set up and all vehicles removed from the festival no later than 8:30am.

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.
- The festival must always maintain an emergency lane along the 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 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.
- No participant is to use the municipal garbage receptacles located

LEAVING EARLY

- Vendors are expected to stay at the event the entire time unless it was arranged prior with event organizers.
- 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.
- Event runs from 9am – 6pm.

ELECTRICITY

- Electricity is limited within the festival area and if required must be included upon reserving your booth. We will not be able to provide any power unless it was previously arranged.

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

EVENT HOURS

- The event runs from 9am – 6pm however based on history peak attendance is from 11am – 4pm. Evening has traditionally been quieter. We are promoting visitors to visit during off peak hours in hopes of building this time frame. All vendors need to stay for the entire event.

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.***

VOLUNTEER HEADQUARTERS

- The festival has a designated volunteer headquarters. It can be found at 54 Dominion Street which is located at the top of the tube run.

WASHROOMS

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

FIRST AID

- The festival will have First Aid team on site they will manage any first aid requirements as well as any issues involving children being separated from their parents. First Aid will be located at the Volunteer headquarters. You may also contact one of the organizers at the contacts listed below if an emergency arises.

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 new law. No smoking of any product within the festival area if you wish to smoke you must go to a side street.

LIABILITY & INSURANCE

- All organizers and participants must abide by the conditions detailed in the Town of Bracebridge Special Events and District of Muskoka Road Usage Policy. Which states a public liability certificate of insurance in the amount of 2 Million naming The Corporation of the Town of Bracebridge and the District Municipality of Muskoka as additional insured must be submitted prior to event.

VENDOR APPROVAL

- Please note that this event is run by the Business Improvement Association and because of this all vendors must be approved by the organizing committee. Vendors who sell similar products to our bricks and mortar businesses will not be considered. Vendors must sell unique items not already found within our downtown core.
- The BIA has a right to decline any vendor.

See Next Page for Application.



APPLICATION FORM

Please fill out the application form email back to info@fireandicebracebridge.com BIA, fax to (705) 646-5591 or mail to P.O. Box 845, 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 Business: _____ | |
| Activity Time: _____ | |
| Approximate Space Required: _____ | |

| |
|--|
| <input type="checkbox"/> Will you require Electricity: Yes or No |
| Please note we cannot guarantee a power source therefore you may be required to supply your own. |

| |
|---|
| By signing this form you agree to abide by all the rules and regulations of the Bracebridge BIA and its events. |
| Signature: _____ |

The Bracebridge Business Improvement has the right to decline any and all vendors based on their product they sell.

| |
|--|
| OFFICE USE ONLY |
| APPROVED BY: _____ DATE: _____ |