



Single Day Vendor Application

The Town of Parry Sound is looking to present locally produced, hand-crafted items, and pay per use attractions at this year's Ribfest event, June 28 - July 1, 2024 at the Charles W. Stockey Centre, in the parking lot. This is an outdoor event.

Application Process

All applications to be a Single Day Craft/Attraction Vendor at the Parry Sound Ribfest must be submitted on or before Friday, June 14, 2024, at 2PM for consideration. Please provide a detailed description or photo of your product/attraction on the attached application form. The Town of Parry Sound reserves the right to deny attraction and/or craft vendors whose product does not fit the criteria.

Please note that submitting an application does not guarantee that you will be confirmed as a participating vendor; any vendor accepted to participate will be notified by a letter of confirmation. Notification will also be sent to Vendors who are declined as participating vendors.

Vendor Space

Each vendor will be allotted a 10' x 10' booth space to work within. However, if more or less space is required, please indicate on the application form. The Town of Parry Sound will try and accommodate special requests.

The cost of each single day vendor space is \$100 + HST.

Set-up/Take Down Times

Single Day Vendors are required to be present on site throughout the daily event hours per the following:

Friday, June 28, 2024	11am – 8pm
Saturday, June 29, 2024	11am – 8pm
Sunday June 30, 2024	11am – 8pm
Monday, July 01, 2024	11am – 8pm

Set-up at 9am, and MUST be completed by 11am. A vendor location will be assigned by an event organizer. Vendors must be taken down no earlier than 8pm.

Utilities

Generator power will be the responsibility of each vendor. The Town of Parry Sound will not provide any means of electricity to Vendors.



Signage

Vendors are encouraged to display signs that identify their operation to the attendees. Event Organizers hold the right to request the removal of signage if it is deemed to be inappropriate or unprofessional in nature. Signs should be placed in such a way that they do not interfere with other vendors.

Payment and Cancellation

All applications will be reviewed for approval once received. Payment may be made via cash, cheque, or debit in person at the Town Office (52 Seguin Street, Parry Sound) with accompanying Single Day Vendor Application. All Applications must be accompanied by payment. Unsuccessful applicants will be refunded their vendor fee in full by cheque mailed to the address listed in the Vendor Application form.

Vendors may cancel their participation by giving written notice to event organizers on or before Friday, June 14, 2024, at 2PM. Refunds will not be issued for cancellations after this date.

If you have any questions or concerns, please email jyoung@parrysound.ca



Single Day Vendor Application

All applications and payment can be submitted at the Town Office:

Parks & Recreation
52 Seguin Street
Parry Sound ON, P2A 1B4

Vendor Contact Information			
Company Name:			
Contact Person:			
Mailing Address:			
Email:			
Business Phone:		Cell Phone:	

Vendor Details	
Dimensions of Booth Space:	
Vendor Description (ex. 10'x10' pop-up tent):	
Additional Comments:	

Description of Items Sold/Attraction	
Item	Price
1.	
2.	
3.	
4.	
5.	

I hereby apply for booth space. If accepted, I hereby agree to abide by the rules and regulations as outlined in the Single Day Vendor Application document.

Signature of Vendor

Date