



# Single Day-Craft Vendor Application

The Town of Parry Sound is looking to present locally produced, hand-crafted items at this year's Ribfest event, June 30 - July 2, 2023 at the Charles W. Stockey Centre, in the parking lot. This is an outdoor event.

## Application Process

All applications to be a Craft Vendor at the Parry Sound Ribfest must be submitted on or before Friday, June 16, 2023, at 2PM for consideration. Please provide a detailed description or photo of your product on the attached application form. The Town of Parry Sound reserves the right to deny retail and/or craft vendors whose product does not fit the criteria.

Please do not make the assumption that by submitting an application you are confirmed as a participating vendor; any vendor accepted to participate will be notified by a letter of confirmation. Notification will also be sent to all Craft 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 vendor space is \$100 + HST (Friday OR Saturday) and \$50 +HST (Sunday).

## Set-up/Take Down Times

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

Friday, June 30, 2023	11am – 9pm
Saturday, July 1, 2023	11am – 9pm
Sunday July 2, 2022	11am - 3pm

Set-up at 7am, and MUST be completed by 11am. A vendor location will be assigned by an event organizer upon arrival. Craft Vendors must be taken down no earlier than closing hours the day of attendance.

## 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 Craft Vendor Application. All Craft Vendor 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 Craft Vendor Application form.

Vendors may cancel their participation by giving written notice to event organizers on or before Friday, June 16, 2023, at 2PM. Refunds will not be issued for cancellations after this date.

If you have any questions or concerns, please email [april@parrysound.ca](mailto:april@parrysound.ca).



# Craft 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:	

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

Description of Items Sold	
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 Craft Vendor Application document.

\_\_\_\_\_  
Signature of Vendor

\_\_\_\_\_  
Date