

REVISED MARCH 22<sup>ND</sup> 2017



MARKET PLACE  
& EXHIBITION

Gillies Lake Location

Exhibitor/Vendor  
2017 Registration Package



# MARKET PLACE & EXHIBITION

**Gillies Lake Location**

## **Exhibitor Guidelines**

### **When:**

**Saturday June 24<sup>th</sup> 2017 to Saturday July 1<sup>st</sup> 2017**

### **Exhibitors Hours:**

**12 NOON to 10:00 P.M.**

**N.B. Exhibitors will be given notification a half hour before closing time .**

**Location: Gillies Lake Park, Timmins**

**Deadline to register: - 12 NOON June 2<sup>nd</sup> 2017**

### **Exhibitor Category & Cost:**

**Booth Fee: \$400.00 / 10' x 10' space FOR EIGHT (8) DAYS  
(may purchase more than one space)**

**Fee applies to all exhibitors regardless if it is a not-for-profit / artist / vendor entity.  
FOOD VENDORS – SEE SEPARATE FOOD VENDOR APPLICATION**

**Stars and Thunder 2017 Timmins International Fireworks Competition & Music Festival  
DOES NOT reimburse for cost of purchased insurance by any vendor or exhibitor.**

**Displays must be professional in appearance and staff/representative must be present  
for the duration of the event.**

## **Equipment available:**

### **1. Electricity:**

If you require electricity YOU MUST INDICATE ON THE REGISTRATION FORM AND INCLUDE THE \$60.00 ELECTRICAL FEE IN SUBMITTED APPLICATION FEES.

**2. Tent(s), Tables and Chairs ARE NOT AVAILABLE** Exhibitors must provide their own.

## **Set up Tear Down:**

Exhibitors are asked to set up **between 8 a.m. and 11 a.m. on Saturday June 24th, 2017**. Exhibitors are responsible for the set up of their own displays including tent shelters, equipment, tables, chairs, garbage disposal, and cleanup. Shelters must be installed properly and secured or tied down in case of high winds with tie cords identified with fluorescent tape to avoid tripping. Tear down of the booths will begin **at 8 a.m. on Sunday July 2<sup>nd</sup> 2017**

The organizers have hired nighttime security. Despite our best efforts to secure the festival grounds, goods left overnight by exhibitors are left at their own risk.

**Exhibitors who tear down before the designated time can be prohibited from future participation at City of Timmins event.**

**Access:** THIS RULE WILL BE STRICTLY ENFORCED FOR THE SAFETY OF OUR VISITING PUBLIC

Vehicles will be allowed on the grassy area to load and unload only. Vehicle access to and from the vendor/marketplace area will be from the road behind the Mountjoy Regional Conservation Authority building ONLY. This will be clearly marked.

Saturday June 24<sup>th</sup> access to booth area for set up will be from 8:00 a.m. – 11:00 a.m.

**ALL VEHICLES MUST BE REMOVED FROM THE VENDOR/MARKETPLACE AREA BY 11:00 A.M. Saturday June 24<sup>th</sup>.**

There will be no further vehicle access to the vendor/marketplace area will be allowed until Sunday July 2<sup>nd</sup> for tear down starting at 8 a.m.

Any inventory restocking must be done by on foot. **THERE ARE NO EXCEPTIONS**

## **Parking:**

One VIP parking pass will be provided to all exhibitors. There will be vendor designated parking in the parking lot adjacent to the Mountjoy Regional Conservation Authority building. Parking spots are extremely limited therefore access to the designated parking area is **on a first come first serve basis**.

## **Weather:**

*Rain or shine, the show must go on!* We advise exhibitors to bring sunscreen, bug spray, hats, umbrellas, tarps, canopy, and other protective covering.

**If thunder and lightning conditions occur, the organising committee may call off the activities. If this occurs, no refunds will be given.**

### **Accommodations:**

Accommodations are listed at [www.starsandthunder.com](http://www.starsandthunder.com) and [www.tourismtimmins.com](http://www.tourismtimmins.com)

### **Cancellations:**

Vendor cancellations will be accepted up to 12 NOON on June 2<sup>nd</sup> 2017 where a refund will be issued minus a \$50 administration fee. There will be no refunds for any cancellations made after June 2<sup>nd</sup> 2017,

### **Marketing:**

An extensive marketing campaign will be launched in key markets to ensure a successful event. Pictures and/or video may be taken during the festival. These may be used in the future for marketing purposes only.

### **Responsibility:**

All exhibitors are responsible for having personal property and general liability insurance. Any damages or theft occurring to the artist's work during the transportation, set up, take down, exhibit hours, after hours and in any other matter will be the sole responsibility of the exhibitor.

### **Exhibitor Registration:**

A registration booth will be set up at the venue. On arrival, pick up your Exhibitor Kit, which includes booth number, parking pass, survey, and a waiver which you must sign.

### **Other:**

One ATM machine service will be available on site.

### **For more information:**

Please refer the festival's website at [www.starsandthunder.com](http://www.starsandthunder.com) or contact:

Guy Lamarche – Manager of Tourism, Events & Communications  
Tourism Timmins  
76 McIntyre Road - Schumacher, Ontario, P0N 1G0  
705-360-2640 / [guy.lamarche@timmins.ca](mailto:guy.lamarche@timmins.ca)

# Registration Form

ACCT 01-1-393407-0884

June 24<sup>th</sup> -July 1<sup>st</sup> 2017  
Gillies Lake Park, Timmins

**\*Deadline to register is June 2<sup>nd</sup> 2017**

Name/Contact:			
Organisation/ Group/Business:			
Mailing Address:			
City/Prov:		Postal Code:	
Web site:			
Email:			
Telephone:		Cell:	

## Exhibitor Requirements: Check all applicable

- 1. Booth Fee \$400 / 10x10 ft space and includes all eight (8) days
- 2. # of 10x10 spaces required for eight (8) days
- 3. Electricity required? \$60 additional charge.

## Exhibit Description:


## Method of payment:

\$ \_\_\_\_\_

- Visa    MasterCard    Cheque    Cash    Money order    Debit

Name:	
Card#	
Security Code#	
Expiry Date:	
Signature	

***Please make cheques payable to the Corporation of the City of Timmins***

**Release of Liability:**

I am aware that my picture/video may be taken and used for future tourism-related marketing campaigns  Yes  No

I consent to the public photos and/or videos of myself with no compensation for such use to be used in marketing and promotional publications by the City of Timmins or any other association who has been given permission by the aforementioned organization

Please indicate if you are insured?  Yes  No

Please provide proof of insurance and certificate identifying Stars and Thunder 2017 Timmins International Fireworks Competition & Music Festival, The Corporation of the City of Timmins and the Mountjoy Regional Conservation Authority as additional insured.

I understand all the criteria, rules and information  Yes  No

I have read the participation criteria & information sheet & agree to comply with such

I am aware that participating in the activities offered by or associated with Stars and Thunder 2017 Timmins International Fireworks Competition & Music Festival exposes me to inherent risks, dangers and hazards. I freely accept and fully assume all inherent danger and hazards and the possibility of personal injury, death, property damage or loss resulting there from. I agree TO WAIVE ANY AND ALL CLAIMS that I have or may in the future have against The City of Timmins, Stars and Thunder 2017 Timmins International Fireworks Competition & Music Festival Steering Committee, the Mountjoy Regional Conservation Authority and their directors, officers, employees, agents and representatives from any and all liability for any loss, damage, injury or expense that I may suffer as a result of my participation in activities offered by or associated with Stars and Thunder 2017 Timmins International Fireworks Competition & Music Festival.

<b>Signature:</b>	
<b>Date:</b>	

**Please mail this registration form and payment to:**

Guy Lamarche – Manager of Tourism, Events & Communications  
Tourism Timmins  
76 McIntyre Road  
Schumacher, Ontario, P0N 1G0  
705-360-2640 / guy.lamarche@timmins.ca

FOR OFFICE USE ONLY:	RECEIVED	
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## 2017 ELECTRICAL REQUIREMENTS FORM MARKETPLACE/VENDOR TENT

The current fee for electricity is \$60 per electrical outlet.

- The electrician selected by the Steering Committee of the Stars and Thunder Timmins International Fireworks Competition and Music Festival will have complete jurisdiction over the electrical requirements and installations.
- All electrical equipment and wiring used must conform to Electrical Safety Authority Standards and must be CSA approved - You must provide your own power bar.
- The use of power other than that provided by the site project manager or the use of power in excess of that which is contracted is strictly forbidden.
- The booth will be inspected prior to opening and any electrical equipment that has not been pre-approved will be removed - CSA Approved only - no U/I designated equipment allowed.

EQUIPMENT FORM		
All exhibitors are required to complete the following form, and submit it with their completed application form.		
ELECTRICAL EQUIPMENT		
<b>Equipment allowed at the Marketplace Alley, Vendor Tent, &amp; Exhibitor Booth:</b> <ul style="list-style-type: none"> <li>• Laptop/computer</li> <li>• Printer</li> <li>• *Television/Monitor</li> <li>• DVD/VHS Player</li> <li>• Decorative Lights</li> <li>• Booth Lighting – must not hamper operation of nearby booths</li> </ul> <p>*Televisions &amp; Monitors and all electrical equipment that issue sound must be kept at a minimal decibel as courtesy to other booth operators and spectators</p>	<b>Equipment not allowed:</b> <ul style="list-style-type: none"> <li>• No glassware on site. (Plastic or metal ONLY!)</li> <li>• Stoves</li> <li>• NO passenger vehicles.</li> </ul>	
EQUIPMENT LIST		
Type of	QTY	Electrical
		Voltage: Watts: Type of Plug:
		Voltage: Watts: Type of Plug:
		Voltage: Watts: Type of Plug:
		Voltage: Watts: Type of Plug:
CSA Approved equipment only - no U.L. equipment ALLOWED This list will determine how many power lines you will need		
YOU WILL NOT BE ALLOWED TO BRING ANY COOKING EQUIPMENT - PLEASE READ "DETERMINING PROPER POWER REQUIREMENTS" INFORMATION		
The Number of power lines that I require to operate my booth safely is _____		
Signature	Date	
Print Name	Exhibitor Name	
Upon approval of application, vendor will be given a booth diagram to fill out indicating set-up and location of equipment		

**See Next Page**

## POWER REQUIREMENTS

Determining the proper power requirements is crucial from the standpoint of fire hazard, safety or electrical equipment maintenance. The Electrical cords that are used at the Festival site can only handle between 1200 and 1500 watts. Too much wattage usage for a prolonged period of time can cause the insulation on the extension cords to melt. Here are some typical values for appliances (as a reference) when determining your power requirements:

CSA Approved equipment ONLY - no U.L. equipment ALLOWED

- Laptop/computer
- Printer
- Television/Monitor
- DVD/VHS Player
- Decorative Lights
- Booth Lighting – must not hamper operation of nearby booths

From these values, you can see that if two or more of these appliances are operating at the same time on the same extension cord, the circuit breaker will trip; power will be shut-off and may cause permanent damage to your equipment.

**FOR ALL ELECTRICAL REQUIREMENTS – PLEASE INDICATE ANY AND ALL INFORMATION ON YOUR APPLICATION FORM!**