

The Carleton Place Business Improvement Association

The 8th Annual BIA Bridge Street Bazaar

Date: Saturday August 4, 2012

Time: Starting at 9 a.m. (set up 7 a.m.) Regardless of the weather all vendors/participants booths must remain in place for the duration of the event 9 a.m. until 4 p.m.

- ✓ All entries must supply their own tables and chair, canopies, set up of kiosks are the responsibility of the exhibitor.
- ✓ **All registration forms must be received by July 20, 2012 @ 4 p.m.** Participants that are not registered by this date and time may not be permitted to participate in this event. All space locations are assigned on first come first serve basis.
- ✓ **All vendor locations will be emailed the week prior to the event – please check your email inbox and junk mail box for updates. If you have not received your location by July 27th please contact the office.**
- ✓ Vendors may begin set up at 7:00 a.m. on August 4, 2012.
- ✓ The event starts at 9 a.m. and ends at 4 p.m. on Saturday August 4, 2012. Vendors and/or display booths must have their exhibits set up by 9 a.m. on the event day and must have all items including tables and chairs removed from Bridge St. by 5 p.m. **Booths must remain in place rain or shine for the duration of the event 9 a.m. until 4 p.m.**
- ✓ Supervision of your booth must be provided by the exhibitor/vendor.
- ✓ Bridge St. will be closed off between Lake Avenue and Mill Street. All side streets along this route will be barricaded off to vehicular traffic. No double parking on side streets.
- ✓ Registration must include the type of items being sold.
- ✓ No alcohol is permitted on the street.
- ✓ For fire safety reasons we ask that all displays are movable in case of a fire emergency.
- ✓ The cost of this event is \$25 for a 10' x 10' space - please make your cheques payable to the Carleton Place BIA.
- ✓ **All vehicles must be removed from Bridge St. by 8:30 a.m. Saturday August 4, 2012.**

Thank you for your co-operation.

The 2012 BIA Bridge Street Bazaar Application Form.

To register, please complete this form and return it to:

Carleton Place Business Improvement Association - 175 Bridge St., Carleton Place ON K7C 2V8,
E-mail: mcormond@carletonplace.ca, Fax: (613) 257-8170 or phone: 613-257-8049

Company / Organization Name: _____

Number of Spaces: _____ Location Preference: _____

Limited hydro services are available and distributed on first come first serve basis, does your kiosk require hydro? _____

Will you be serving food or have music? _____

Contact person: _____ Phone number: () _____

E-mail: _____ Address: _____

My display will include: _____

On behalf of myself and/or the above-noted company/organization, I hereby agree not to hold the Carleton Place Business Improvement Association, the Town of Carleton Place, or its agents responsible for any incidents, injuries, losses, or damages which may occur as a result of my/our participation in the August 4, 2012 The BIA Bridge St. Bazaar.

Signature: _____ Date: _____

Your cheque for \$25 should be made payable to the Carleton Place BIA.