



BRACEBRIDGE
The Heart of Muskoka

FAQs

Bracebridge Sportsplex Markets

REGISTRATION:

- Registration can be done on-line at www.bracebridge.ca, in person at the Sportsplex, by fax 705-645-3030 or by mail. Payment is required to reserve a table. Tables are on a first-come-first-served basis.
- Vendors are required to provide a description of products or services to be sold. The Recreation Department is not responsible for any duplication of product or service, however department staff try to monitor products/services to avoid duplication.
- Cost for tables varies, please refer to our on-line registration for fees.

TABLES:

- Tables provided are 6 feet long x 2 feet wide with approx. 1.5 - 2 feet between.
- Chairs will be supplied for vendors.
- If vendors wish to have a display/stand behind their table, please call or email Christine Cousins (contact information below) at the Sportsplex before the Market to discuss.

ARRIVAL:

- Doors open to vendors at 7:30am. The Fire Route in front of the Sportsplex has a 15 minute maximum for drops offs and pick-ups which can be used for unloading. Once vendors unload their vehicles they must immediately move their vehicles before setting up their display.
- Doors will open to public at 9:00 am.
- The show concludes at 3:00pm, all vendors are asked remain set up until then.

VOLUNTEERS:

- Volunteers greet the public, answer questions and provide directions to other rooms where the market is taking place (ie: Holiday market in the BMLSS Cafeteria and hallway).
- Volunteers are not able to tend to tables for Vendors. Please ask your neighbors if you need to leave your table unattended or plan to have someone relieve you.
- New volunteers are welcome, contact Christine Cousins (contact information below).

DURING THE MARKET:

- Vendors selling tickets for a raffle must obtain a lottery permit from the By-law Department at the Town of Bracebridge Municipal Office and display at your table.

ADVERTISING:

The following advertising will occur for the Market:

- Listed in the Special Events section in the Bracebridge Recreation Department, Leisure Guide
- 2 weeks of ads in the Bracebridge Examiner in the Municipal section
- Paid radio ads on MOOSE FM & Muskoka Information Radio for one week prior to the event & Public Service announcements.



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- Postings on Town of Bracebridge, Cogeco, Chamber of Commerce and Bracebridge Examiner Community Calendar
- Town of Bracebridge Facebook page, Twitter postings and Instagram
- Town of Bracebridge Web Site under Events and Festivals
- Posters distributed around the Bracebridge area including Library, Town offices, Sportsplex, Arena and available to vendors for additional distribution
- Kijiji posting
- Chamber of Commerce and Bracebridge Sportsplex/ Memorial Arena Lobby TV Advertising

FEEDBACK:

- Surveys will be distributed at the end of each Market in order to obtain vendor feedback.
- Completed surveys can be returned to the Volunteer Greeter or Reception Desk at the Sportsplex.

****PLEASE NOTE** WE RESERVE THE RIGHT TO CANCEL ANY MARKET THAT DOES NOT MEET REGISTRATION MINIMUMS.**

For further information please contact Christine Cousins at the Bracebridge Recreation Department at (705) 645-3037 ext. 137 or ccousins@bracebridge.ca