



BRACEBRIDGE
The Heart of Muskoka

FAQs

Bracebridge Sportsplex Markets

REGISTRATION:

- Registration can be done on-line at www.bracebridge.ca/OnlineRegistration, in person or over the phone at the Sportsplex. Payment is required with a visa / MC card number (plus exp. Date, cardholder name and CVC Number) 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 for advertising purposes. The Recreation Department is not responsible for any duplication of product or service, however department staff try to monitor products/services to avoid duplication. There may be duplicate or similar products at the market. Vendors are free to ask which products are beside them.
- Cost for tables varies, please refer to our on-line registration for fees.
- If for any reason, you are unable to attend the show, we will endeavor to replace your space with another vendor. If we are successful, you will receive a full refund. If we are unable to replace you as a vendor, your payment will be forfeited.

TABLES:

- Tables provided are 6 feet long x 2 feet wide with aprox. 1.5 - 2 feet between.
- Chairs will be supplied for vendors.
- If vendors wish to have a display/stand behind their table or alter their space from the layout online, 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. We recommend you park at the Highschool end of the building to encourage vendors in allowing them access to parking closer to the front door.
- Doors will open to public at 9:00 am SHARP.
- The market concludes at 3:00pm, all vendors are asked to 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. They can be reached at:

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.
- Postings on Town of Bracebridge, Cogeco, Chamber of Commerce and Bracebridge Examiner Community Calendar
- Town of Bracebridge Facebook page and Instagram
- Town of Bracebridge Web Site under Festivals and Events page – Sportsplex Markets
- Posters distributed around the Bracebridge area including Library, Town offices, Sportsplex, Arena and available to vendors for additional distribution
- Kijiji & Facebook Marketplace posting
- Chamber of Commerce and Bracebridge Sportsplex/ Memorial Arena Lobby TV Screenscape Advertising
- Lawn Signage put up in Bracebridge for the week before the sale
- Large banner flags flying the day of the market. One at the corner of Clearbrook Trail and Manitoba and one at the Sportsplex to direct people to the show location

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. 3711 or ccousins@bracebridge.ca