

Please complete sections 3.0, 3.1 and 4.0 (page 3) and submit application **before Monday, August 7<sup>th</sup>, 2023.**

**\*Limited space available, a vendor spot is not guaranteed following application submission.**

## 1.0 EVENT INFORMATION

EVENT TITLE		REGISTRATION DEADLINE DATE
Mill of Kintail 50 <sup>th</sup> Anniversary Celebration		Monday, August 7 <sup>th</sup> , 2023
EVENT LOCATION NAME		EVENT DATE(S)
Mill of Kintail Conservation Area		Sunday, August 20 <sup>th</sup> , 2023
EVENT ADDRESS		ACCEPT/REJECT NOTIFICATION DATE
2854 Ramsay Concession 8, Mississippi Mills, ON, K0A 1A0		Tuesday, August 8 <sup>th</sup> , 2023
PHONE	FAX	EVENT MANAGEMENT POINT OF CONTACT EMAIL
613-253-0006	613-253-0122	rclouthier@mvc.on.ca
EVENT ID. if applicable		EVENT WEBSITE
N/A		mvc.on.ca/mill-of-kintail-half-century-celebration/

## 1.1 EVENT SCHEDULE

VENDOR MOVE-IN	EVENT HOURS	VENDOR MOVE-OUT
8:00 am – 9:30 am Set up	10:00 am – 4:00 pm	4:00 pm – 5:00 pm

## 1.2 EVENT DESCRIPTION

MVCA and the Mill of Kintail are proud to announce the 50th anniversary for the R. Tait McKenzie and James Naismith Museum to be held on Sunday, August 20<sup>th</sup>, 2023 from 10:00 am until 4:00 pm. To mark this celebration, we will have a band, the Almonte Civitan Club will be hosting a BBQ, we will have family nature activities, artists, and so much more. We will be reserving the grass area near our Cloister building for local vendors to display their hard work.

2.0 VENDOR SPACE INFORMATION

SIZE OF VENDOR SPACE		BASE COST
Approximately 10ft by 10ft		\$50.00 / table
WHAT WE PROVIDE	WHAT VENDOR WILL NEED TO PROVIDE	AVAILABLE FOR A FEE
<ul style="list-style-type: none"> <li>Location</li> </ul>	<ul style="list-style-type: none"> <li>Table</li> <li>Tent (if applicable)</li> <li>Fastening Tools</li> <li>Table Cloth</li> </ul>	<ul style="list-style-type: none"> <li>Table</li> <li>Table Cloth</li> <li>Tent</li> <li>Fastening Tools</li> <li>Assistance with Set Up</li> <li>Assistance with Take Down</li> </ul>

2.1 ADDITIONAL INFORMATION REGARDING EVENT SPACE AND AMENITIES

Washrooms available in the Education Centre near the Cloister. Limited availability for hydro.

2.2 BASE FEE AND ADDITIONAL ITEM FEE PAYMENT INFORMATION

There is a charge of \$50.00 per table per vendor. The fee shall be paid upon application approval.

**3.0 VENDOR INFORMATION (To be Completed by Applicant)**

<b>VENDOR NAME</b>		<b>REGISTRATION SUBMISSION DATE</b>
<b>EVENT ADDRESS</b>		
2854 Ramsay Concession 8, Mississippi Mills, ON, KOA 1A0		
<b>PHONE</b>	<b>FAX</b>	<b>EMAIL</b>
<b>VENDOR ID. if applicable</b>		<b>WEBSITE</b>
N/A		

**3.1 VENDOR DESCRIPTION****4.0 CERTIFICATION**

I hereby affirm that all information supplied is true and accurate to the best of my knowledge and belief, and I understand that this information will be considered material in the evaluation of quotations, bids, and proposals. Notice must be given of any change in status impacting the information provided within ten (10) days of said change.

<b>NAME</b>	<b>TITLE</b>
<b>SIGNATURE</b>	<b>DATE</b>

## 5.0 COMPLETED FORM SUBMISSION PROCESS

Please submit your completed application to Rachel Clouthier either by email, in person or through the mail **before Monday, August 7<sup>th</sup>, 2023**. You will be notified of the status of your application on Tuesday, August 8<sup>th</sup>, 2023.

[rclouthier@mvc.on.ca](mailto:rclouthier@mvc.on.ca)  
613-253-0006 x 258

Mississippi Valley Conservation Authority  
Attn: Rachel Clouthier  
10970 Highway 7  
Carleton Place, ON, K7C 3P1