

# Stewart Park Festival



## COMMUNITY TENT INSTRUCTIONS

**Deadline for submission is Friday, March 29, 2019.**

**Please read all information carefully.** Should you have any questions, please contact Market Coordinator, Anne Davis-Richardson at [SPFMarket2016@gmail.com](mailto:SPFMarket2016@gmail.com).

The Stewart Park Festival is pleased to offer an opportunity to our local not-for-profit community groups to promote their organizations to a very large audience over the Festival weekend. The Community Tent is set up in our Marketplace with a canopy and a 6-foot table (*groups need to provide their own chairs and extra tables, if needed*). There is no charge for the space, but space is limited. The Community Tent hours of operation will match the regular Marketplace hours of operation; however, the schedule is in 2-hour blocks of time. The Marketplace coordinator will contact your organization to arrange your time slot(s).

1. Complete the Community Tent Application form. The application may be completed online or you may download and print the form [here](#).
2. Please be sure to complete all parts of the application form. In particular, be sure to give a thorough description of your organization.
3. Rates for Community Tent participants 2019

There is no charge for the use of the Stewart Park Festival Community Tent.

4. Applications are due by **Friday, March 29, 2019**. Paper-based applications should be delivered to Town Hall, 80 Gore Street East, Perth, ON, K7H 1H9, c/o Kari Clarke, BIA Coordinator.

### **5. Marketplace Hours of Operation**

Friday, July 19: 12:00 pm to 9:00 pm \*

Saturday, July 20: 10:00 am to 9:00 pm \*

Sunday, July 21: 10:00 am to 5:00 pm \*

*\*or 30 mins after the conclusion of the final performance on the Festival's Main stage.*

6. **Insurance: the Town of Perth will cover the cost of insurance for the Community Tent through its Town of Perth (ToP) group insurance.**
7. Best of luck, and I hope to see you at the Festival. If you have any questions about the application process or about the Stewart Park Festival in general, please contact Anne Davis-Richardson at [SPFMarket2016@gmail.com](mailto:SPFMarket2016@gmail.com).