



Customer Service Centre  
 Direct Line: (705) 474-0400  
 Fax Line: (705) 495-8611

## APPLICATION FOR SPECIAL EVENTS

### Trade Shows – Class “B”

#### City of North Bay Business Licensing By-Law 2012-225

#### Schedule “O”

#### BUSINESS INFORMATION

\_\_\_\_\_  
NAME

\_\_\_\_\_  
OPERATING AS (IF APPLICABLE)

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY/TOWN

\_\_\_\_\_  
PROVINCE                      POSTAL CODE

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

#### OWNER INFORMATION

\_\_\_\_\_  
NAME

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY/TOWN

\_\_\_\_\_  
PROVINCE                      POSTAL CODE

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

Location of Trade Show: \_\_\_\_\_

Date(s) of Trade Show: \_\_\_\_\_

#### PLEASE ATTACH ALL APPROPRIATE DOCUMENTATION

APPLICATION FEE - \$25.00 PER DAY PER OUT-OF-TOWN VENDOR	
LIST OF VENDORS, INCLUDING NAMES, ADDRESSES, TELEPHONE NUMBERS AND PRODUCTS BEING SOLD	
COPY OF ARTICLES OF INCORPORATION OR MASTER BUSINESS LICENCE (IF APPLICABLE) FOR SPECIAL EVENTS ORGANIZER ONLY	

I/We hereby agree and understand the terms and conditions set out in By-Law 2012-225 and any amending By-Laws and will comply therewith and I understand that any non-compliance will result in the revoking of my licence without refund.

The undersigned hereby certifies that the statements herein contained in the said application are true and made with a full knowledge of the circumstances connected with the same.

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Personal information on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used to determine eligibility for business licensing. Questions about this collection of personal information should be directed to the City Clerk, 200 McIntyre Street East, North Bay (705) 474-0626 ext. 2510.

**SPECIAL EVENTS**

<b>Applicable to:</b>	Craft Shows, Trade Shows and Antique/Collectible Shows
<b>Definitions:</b>	<p><b><u>Class A:</u></b> Craft Shows – means the exhibiting or offering for sale by crafts people, on a temporary basis, goods, wares or merchandise that they themselves have produced.</p> <p><b><u>Class B:</u></b> Trade Shows –means a Business or a Person which coordinates a show or similar exhibition of three or more vendors or businesses exhibiting, offering for sale, selling or otherwise displaying for delivery at a later date, goods, wares, merchandise, items and where the vendors or businesses will be organized at a specific location for a period not to exceed fourteen (14) consecutive days.</p> <p><b><u>Class C:</u></b> Antique/Collectible Shows – means the offering for sale, on a temporary basis, goods, wares or merchandise that have not been recently produced or manufactured.</p> <p><b>Special Event Organizer</b> – means the Person who organizes any type of Craft Show, Trade Show or Antique/Collectible Show (collectively referred to as the "Show"), whether for profit or not.</p>
<b>Exemptions:</b>	<p><b><u>Class A:</u></b> Any Person who resides permanently within the area outlined in Schedule "O1" attached to this By-Law is exempt from purchasing a licence for a Craft Show. Proof of permanent residency to the satisfaction of the City Clerk will be required.</p>
<b>Licence Fee:</b>	<p>Licence Fees are only applicable to Non-Residents of the City.</p> <p><u>Class A:</u> \$10.00 per day</p> <p><u>Class B:</u> \$25.00 per day</p> <p><u>Class C:</u> \$25.00 per day</p>
<b>Application Circulated to and Approvals Required From:</b>	N/A
<b>Special Conditions:</b>	<ol style="list-style-type: none"> <li>1. It is the sole responsibility of the Special Events Organizer to:             <ol style="list-style-type: none"> <li>(i) make an application to the Licensing Officer at least two (2) weeks before the Show.</li> <li>(ii) ensure that all required Licences, approvals, notifications, permits and certificates are in place for all vendors at the Show, and</li> <li>(iii) provide to the Licensing Officer a list which includes the names, addresses, telephone numbers of all vendors and the products being sold at the Show and shall collect the fees associated with the licence and provide the same to the Licensing Officer at least two (2) days in advance of the Show.</li> </ol> </li> <li>2. All Signs promoting any Special Event shall be in accordance with City of North Bay By-Law No. 2006-143, and any amendments thereto, being a By-Law to Restrict and Regulate Signs and Other Advertising Devices, Including Posting of Notices on Public Property within the City of North Bay.</li> </ol>