



# TIMMINS

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# 24<sup>th</sup> Annual Welcome to Timmins Night 2017 Registration Package

## Hosted in partnership by:



Timmins Economic  
Development Corporation  
Corporation du développement  
économique de Timmins



Timmins Chamber of Commerce  
Chambre de commerce de Timmins



Timmins & District  
Multicultural Centre  
Immigrant Settlement Services



The Venture Centre  
Le Centre de développement  
A Community Futures Development Corporation  
Une Société d'aide au développement des collectivités Canada



Partenariat d'immigration local de Timmins  
Partnering. Integrating. Growing. Accompagner. Intégrer. Grandir.

## Welcome to Timmins Night Guidelines

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### Overview

Established in 1994, Welcome to Timmins Night has grown to become the premier event to find community information from local non-profit organizations ranging from municipal services, social clubs, sports and recreation, culture and volunteer organizations.

Welcome to Timmins Night continues to grow and evolve each year. Initially beginning with 30 volunteer organizations and 60 community residents attending, the event now welcomes over 120 participating community organizations and more than 500 attendees.

All members of the community are welcome. Recognizing that the organizations participating are of interest to the whole community and that entry fees may deter or inhibit some from attending, the committee requests that those attending the event bring a non perishable item or a “teddy bear” as their entry fee. All food and soft toys will be collected at the event entrance and donated to the local food bank and the Timmins and District Hospital.

### Venue /Date/Time

Welcome to Timmins Night will be held at the McIntyre Curling Club on **September 6, 2017**. Set up will take place the day of the event; between 10:00 am and 5:00 pm. Booths not set up by 5:00 pm will be subject to forfeiture and may be given to another organization on the waiting list. Each booth will be assigned to a specific themed area (e.g. culture, recreation, health, municipal, and education). Exhibitors will be notified of their booth location in the participation guidelines after the registration deadline. The trade show will be officially open to the public from 6:30 pm to 8:30 pm.

### Organization Eligibility

Welcome to Timmins Night is a venue for non-profits to market their services and/or increase registration/ participation within your organization/sport/club, etc. Please note that as of this year, exhibitors ARE welcome to sell tangible objects, such as food, merchandise, etc.

Eligibility to participate in Welcome to Timmins Night is as follows:

Non Profit Organizations / Committees / Clubs – all nonprofit organizations/committees/ clubs are deemed eligible to participate in Welcome to Timmins Night as long as they

can demonstrate that they offer free services/classes to the broader community. Qualifying groups may also use Welcome to Timmins Night to recruit volunteers.

Community Health Organizations – community health organizations that provide health information or offer specific programming geared to the health of residents (e.g. Porcupine Health Unit, Senior / Retirement care, Red Cross, etc.)

*\*\*\*The Welcome to Timmins Night committee reserves the right to deem organizations/ committees/ clubs as eligible or ineligible.\*\*\**

To maintain the original focus of the Welcome to Timmins Night, organizations are eligible if they are not for profit exclusively, such as non-profit organizations, committees, clubs, and/or community health organizations. A waiting list will be maintained in the event of last minute cancellations, or to fill any open tables.

### **Registration Process**

Organizations / committees/ clubs who wish to participate in Welcome to Timmins Night must complete a registration form and return it the Timmins and District Multicultural Centre.

The number of tables available to an organization will be limited to one, unless the organization delivers more than five unique programs (e.g. Porcupine Health Unit). Then the maximum shall be two tables.

**All organizations / committees/ clubs are required to submit their registration form with payment by August 18<sup>th</sup>, 2017 to:**

Timmins and District Multicultural Centre  
119 Pine Street South, Suite 10  
Timmins, Ontario  
P4N 2K3  
Tel: 705-269-8622  
Email: [tombaby@timminsmulticultural.ca](mailto:tombaby@timminsmulticultural.ca)

**\*\*\*Cheques payable to the: North Bay and District Multicultural Centre**

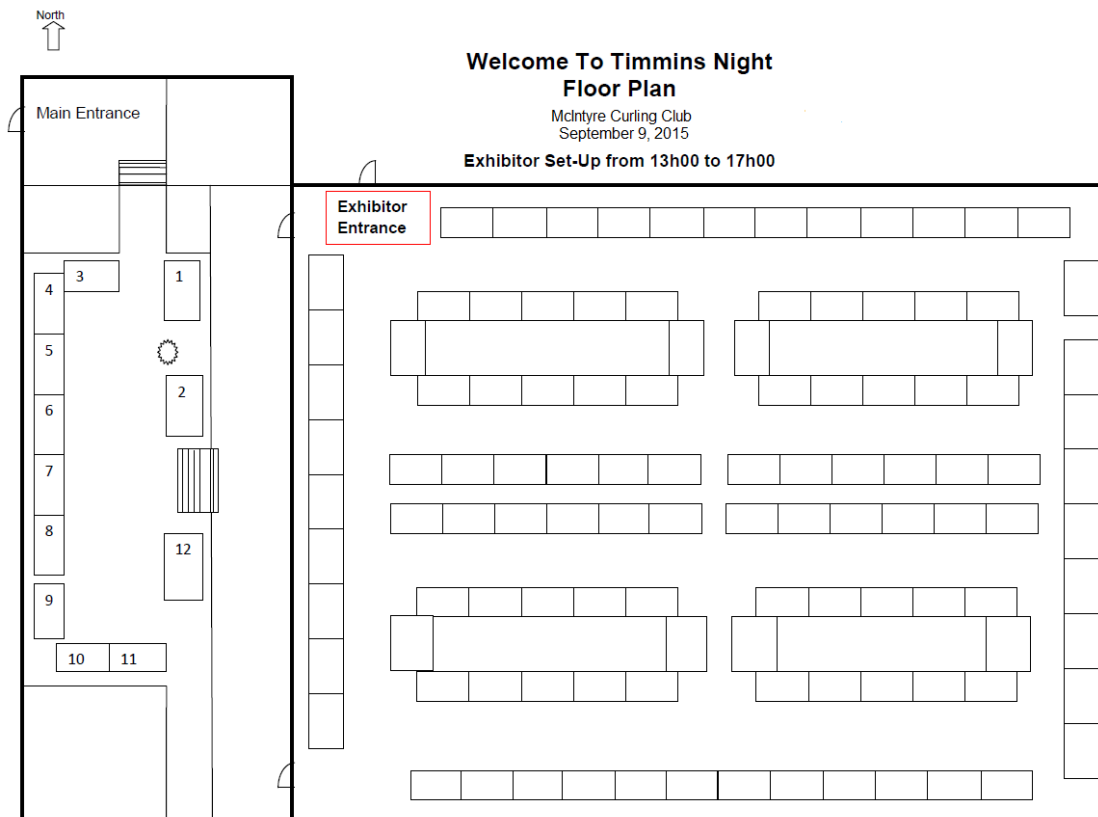
\*\*Please see last page for Registration Form.

## Fee Schedule

The fee to participate in Welcome to Timmins Night is \$30 / table. Should you qualify and request two tables the fee will be \$60. Only cheques or cash will be accepted for payment.

All organizations / committees/ clubs are required to pay the registration fees, no exceptions. **Fees must be paid by August 18<sup>th</sup>, 2017** to hold the table. Fees are nonrefundable.

## Floor Plan



\*Please note that this floor plan is not to scale.

## Additional questions?

### Contact:

Tom Baby, Timmins LIP Coordinator  
Timmins and District Multicultural Centre  
705-269-8622  
[tombaby@timminsmulticultural.ca](mailto:tombaby@timminsmulticultural.ca)

## Welcome to Timmins Night Registration Form

Wednesday, September 6<sup>th</sup>, 2017  
From 6:30 to 8:30 p.m. at the McIntyre Curling Club

<b>Organization:</b>	
<b>Contact Name:</b>	
<b>Booth Attendee:</b> <b>Booth Attendee Email:</b>	
<b>Mailing Address:</b>	<b>City:</b>
<b>Phone:</b>	<b>Province:</b>
<b>Email:</b>	<b>Postal Code:</b>
<b>Sector (please select the one sector that best represents your organization):</b> Municipal ____ Sports ____ Education ____ Culture ____ Club ____ Health ____ Other ____	
**Tables will be assigned according to sector.	
<b>Electrical Outlets Required ( Limited availability ):</b> Yes ( ) No ( )	
Additional Comments or Requirements. *We wish for all organizations to provide notice of any supplementary items that will accompany their table (i.e. food, animals, demonstrations):	

<b>Payment (Cheque or Cash only):</b>	
One 8 ft. Table \$30 _____ Two 8 ft. Tables - \$60 _____	
<b>Please make cheques payable to: North Bay and District Multicultural Centre</b>	
Attn: Welcome to Timmins Night	
Please return this completed form along with payment no later than <b>August 18, 2017</b> to:	
	<b>Timmins and District Multicultural Centre</b> <b>119 Pine Street South, Suite 10</b> <b>Timmins, ON P4N 2K3</b>
	

NOTE: All applications must be approved by the Welcome to Timmins Night committee prior to final acceptance. We reserve the right to refuse any application. All exhibitors will be required to comply with the Rules and Regulations set out by the Welcome to Timmins Night committee. New and returning exhibitors are encouraged to review the new guidelines and exhibitor eligibility requirements in the registration package.