

AGENDA

Date: Thursday March 7, 2024

Location: Committee Room #304, City Hall & Microsoft Teams

Time: 4:30 p.m.

DISCLOSURES OF INTEREST

NEW BUSINESS

1. 2024 AccessAbility Open House
 - a. General Updates
 - b. Revised Draft Vendor Letter and Application **Pages 2-3**
 - c. Vendors List **Provided under Separate Cover**

NEXT MEETING

To be determined.

ADJOURNMENT

Dear Vendor,

The AccessAbility Open House is fast approaching and the St. Thomas Municipal Accessibility Advisory Committee and the Elgin County and Central Elgin Joint Accessibility Advisory Committee are working hard to organize the event. This year's event will be held in the **Doug Tarry Room at the Joe Thornton Arena, 75 CASO Crossing, St. Thomas, Ontario, on June 1, 2024, from 11:00am - 4:00pm.**

This event was previously held at the St. Thomas Senior's Centre and in 2023 was moved to the Memorial Arena Auditorium. We are looking forward to our new location at the Joe Thornton Arena in 2024!



We are writing to solicit your organization's interest in attending the event as a vendor. This event would provide your business/organization with the opportunity to promote your services to seniors and people with disabilities in our community. If you are interested in attending the event as a vendor, please complete the **Vendor Application Form** attached, and submit it to customerservice@stthomas.ca by **May 1, 2024**.

Our Committees would love to provide you with the opportunity to showcase your business by inviting you to donate a door prize that will be awarded to one of the lucky individuals in attendance during the event. All donations are greatly appreciated! **If you are attending the event and would like to donate a door prize, please include your business card with the item and specify this on the Vendor Application Form.** If you would like to donate a door prize, but are unable to attend the event, please reach out by **May 1, 2024** to coordinate pickup of your item.

If you have any questions, please do not hesitate to contact me at the following:

Jon Hindley

519-631-1680 ext. 4125

customerservice@stthomas.ca

Thank you in advance for your support of our event.

Regards,

Jon Hindley
Deputy City Clerk, City of St. Thomas

Vendor Application Form

About the Event

The AccessAbility Open House is an event that provides residents an opportunity to learn more about different organizations that offer services and supports for seniors and people with disabilities. By raising awareness, we can continue to work towards creating a community that provides barrier free access for all abilities. To attend as a vendor, please fill out the form and send it to customerservice@stthomas.ca by: **May 1, 2024**.

Event Location: Doug Tarry Room, Joe Thornton Arena,
75 CASO Crossing, St. Thomas, Ontario

Event Date: June 1, 2024

Event Time: 11:00am-4:00pm (Vendors may arrive at 10:00am for setup)

Vendor Information

Vendor Name:	Contact Person:
Phone:	Email:
Address:	Website:

Set Up Requirements / Equipment

<input type="checkbox"/> Table Number:	<input type="checkbox"/> Chairs Number:
<input type="checkbox"/> Additional Space Required Amount of Space: Reason:	<input type="checkbox"/> Electrical Outlet / Other (Not Guaranteed) Number: Other Equipment:

Accommodations / Special Requests

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Door Prize Donation (If Applicable)

<input type="checkbox"/> Yes, I will donate a door prize (please bring the door prize with you to the event)

Certification

Signature:	Date:

Please email completed form to: customerservice@stthomas.ca by: **May 1, 2024**.