

May 19, 2015
Ms. Tammy Munson
Inspections Division
City of Portland, Maine
389 Congress Street Portland, Maine 04101-3509

**Subject: Tent/Canopy or Temporary Event Staging Permit
The Marketplace at Thompson's Point
June—October, 2015
Thompson's Point, Portland**

Dear Tammy:

On behalf of Forefront Events, LLC I am pleased submit this *Tent/Canopy or Temporary Event Staging Permit* application for the Marketplace at Thompson's Point for the summer of 2015.

The marketplace will focus on locally grown farm fresh vegetables, fruits, and plants as well as baked goods, prepared foods, and hand-crafted products. It will have capacity for up to 40 vendors with the anticipation that in its first year there will be 10 to 15 vendors. The marketplace will be held primarily underneath the cover of the open-air pavilion located at 10 Thompson's Point (Location A on the plot plan). When other events on site occupy the pavilion the marketplace will set up in the open air elsewhere on the site at Locations B or C as indicated on the plot plan. All tents currently associated with the market will be 10' x 10' or smaller. Vendors wishing to utilize a tent larger than 10' x 10' will be required to secure a *Tent/Canopy or Temporary Event Staging Permit*. There will be no stage.

The marketplace will be held from 8:30 am to 1:00 pm on Saturdays, commencing on June 27 and running through October 31, 2015.

The following files are included:

1. **Permit Application.pdf**: The electronic filing application form for the *Tent/Canopy or Temporary Event Staging Permit*.
2. **Electronic Signature.pdf**
3. **Plot Plan.pdf**: Plot plan showing marketplace locations, parking, and existing building locations.

If you have any question regarding any of these materials please contact me.

Sincerely,

Jim Ahearne
Thompson's Point

Email • jim@thompsonspointmaine.com
Phone • 207-671-2046

Attachments

CC: Chris Thompson, Forefront Events, LLC
Jed Troubh, Forefront Events, LLC