



www.PD13.com

Elmer Lewis Parking Lot  
Powell Park, Harbour St.,  
Walker St., Clinton St.,  
Chapman St. (food only)

c/o Port Dover Board of Trade

19 Market Street West, Box 239, Port Dover, Ontario N0A 1N0 •

Email: [info@portdover.ca](mailto:info@portdover.ca) Phone / 519-583-1314 Fax /519-583-3275

## Vendor Information: October 2017

*All documents are available on the home page* [www.pd13.com](http://www.pd13.com)

To be a vendor at any Friday the 13<sup>th</sup> event there are least two applications required:

### 1. A Site application from the Port Dover Board of Trade.

- This application is for a specific site as listed at the top of the application.
- The sites are available in multiples of 10' x 10' spaces.
- Insurance Proof of Liability form required – \$2,000,000.00 with additional insured listed as Corporation of Norfolk County and Port Dover Board of Trade.
- Spots assigned on a first-come, first-served basis after payment is received. A signature is required on the application. Fax, email or mail the signed application to the address listed above.

### 2. A vendor permit from Norfolk County – see pd13.com home page

Contact– Marie Cook-Potter 519-583-5870 extension 1241/ fax: 519-426-8573

[Marie.Cook-Potter@norfolkcounty.ca](mailto:Marie.Cook-Potter@norfolkcounty.ca)

- This is either a “warm” weather event vendor permit or a “cold” weather event permit. For 2017 Friday 13<sup>th</sup> event in October the permit is a onetime purchase for the year. This permit must be procured as early as possible as the cut off is two weeks prior to the event – Friday September 29th.  
Without this vendor permit, you will not be allowed to participate. In order to acquire this permit, you must have a confirmed site. (see site application form). Norfolk County By Law Department checks all vendors for this permit.  
Have it visibly displayed during the event.
- **Food Vendors** must fill out a [Haldimand Norfolk Health Unit Food Providers](#) application and submit it to the health department no later than 30 days prior to the event – fax to: 519-426-9974. Vendors must also fill out the Vendor Permit Application and send to Port Dover Board of Trade and Norfolk County.
- **Insurance Proof of Liability** form required – \$2,000,000.00 with the Corporation of Norfolk County and Port Dover Board of Trade named as additional insured.

### 3. Fire Safety form ( usually within the Norfolk County package)

- All tents must conform to the current fire retardancy codes. Please check the tags on your tent. The fire Department does check and anyone without the proper tag will be asked to remove the tent. Codes - (NFPA 701, CAN/ULC S109, CPAI).
- All vendors must have a fire extinguisher with an inspection tag dated within the past 12 months.
- All non-cooking vendors – **not less than a 2A10BC fire extinguisher**
- All cooking vendors - **not less than a 40BC or Type K fire extinguisher**
- Again the fire department will be asking for this during the event.

All applications will be dealt with on a first come basis.  
Vendors returning from previous years are encouraged to get their applications in early to assure placement as requested. This is an outdoor show. The Board of Trade assumes no responsibility for loss or damage however caused. Rain, shine or snow, there are no refunds.  
Trash is your responsibility and a dumpster will be available for your convenience.  
Portable washrooms will be available at several sites in the downtown area.  
Overnight security is provided for Thursday night.  
Set up is on Thursday October 12<sup>th</sup> and sales are allowed from 6:00 pm on.  
Designated setup locations will be provided just prior to set up on October 12<sup>th</sup>.  
*Thank you for your participation*

**Please direct all inquiries to [info@portdover.ca](mailto:info@portdover.ca) Ph: 519-583-1314 Fx: 519-583-3275**