



c/o Port Dover Board of Trade

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

Email: info@portdover.ca Phone / 519-583-1314 Fax /519-583-3275

Vendor Information – September 2019

To be a **Non Food Vendor** at a Friday the 13th event these are the documents & applications required:

1. Site application (Port Dover Board of Trade) - currently accepting
2. Vendor licence application – The Board of Trade will manage this documentation the county for non- food vendors. Please submit this application with the site application, proof of insurance & photo identification prior to August 30th
3. Proof of Insurance - \$2,000,000.00 liability with additional Insured listed as:
 - a. The Corporation of Norfolk County, 50 Colborne St. S., Simcoe, ON N3Y2V5 and
 - b. Port Dover Board of Trade, 19 Market St. W., Port Dover, ON N0A1N0
4. Photo of Identification – copy of drivers license

All documents are available on the home page **www.pd13.com**

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

Contact – Jan Overend 519-583-1314 fax: 519-583-3275 info@portdover.ca

This application is for a specific site on Main St. The minimum space is 10'x10'

The sites are available in multiples of 10'x10' spaces (**10' depth only**) up to 6 spaces

The Site Application Package requirements:

- a. Completed and signed site application (Home page))
- b. Completed and signed copy of the Norfolk County Vendor Licence application (see below)
- c. Payment for site & Norfolk County license– payable to Port Dover Board of Trade
Spaces assigned on a first-come, first-served basis after payment is received.

No application will be considered after August 30th, 2019

Fax, email or mail the above with payment for both the site

(\$500 + HST per 10'x10') and Norfolk County license (\$200.00 for one or more spaces) For separate location an additional application is requires at the cost of \$200.00

2. Vendor Licence Application – Norfolk County

This permit application should be procured as early as possible to secure space. This permit application procures a vendor permit for this event only. The cut off is two weeks

prior to the event – last day to submit the entire permit package is Friday August 30th.

There are changes to the permit. Please read the entire print area beyond I, the applicant to be aware of what you are agreeing to. Permit cost is \$200.00 per location regardless of how many spaces procured. Without this vendor permit, you will not be allowed to participate.

Norfolk County License Application for Private property owners

Contact– Marie Cook-Potter 519-426-5870 extension 1357/ fax: 519-426-8573

Marie.Cook-Potter@norfolkcounty.ca

To acquire this Licence, you must have a confirmed site with letter of permission from the property owner plus proof of insurance and photo ID. Norfolk County By Law Department checks all vendors for this permit on the day of the event and fines are levied if you have not acquired the permit.

Have it visibly displayed during the event.

3. Proof of Insurance:

Insurance requirement- Proof of Liability form showing a minimum of **\$2,000,000.00 liability with additional insured listed as:**

- a. The Corporation of Norfolk County, 50 Colborne St. S., Simcoe, ON N3Y2V5 and
- b. Port Dover Board of Trade, 19 Market St. W., Port Dover, ON N0A1N0

4. Photo Identification – copy of your driver’s license or other photo ID

Food Vendors Information – September 2019

To be a **Food Vendor** at a Friday the 13th event these documents & applications are required.

1. Vendor site application – all food vendors will be in Powell Park
2. Norfolk County Vendor License application (See above)
3. Haldimand Norfolk Health Unit Food Providers Application and submit it to the health department no later than 30 days prior to the event - August 13, 2019
4. Paper form: <https://hnhu.org/wp-content/uploads/SE-Food-Provider-App.pdf>
Fax to: 519-426-9974 or Kaitlyn.Poole@hnhss.ca
Online form: <https://hnhu.org/health-topic/special-event-food-provider-application/>
5. Proof of Insurance – see above
6. Photo Identification – drivers license

Food Vendors must fill out the applications and send:

- a. a copy of 1,2 & 5 above to Port Dover Board of Trade with payment for the site only.
- b. a copy of all paperwork to Norfolk County clerks department with payment for the vendor license.
Contact: Marie Cook-Potter 519-426-5870 X 1357 - Marie.Cook-Potter@norfolkcounty.ca
The Food Vendor Licence for this event is dependent on Health Department approval.
Please have all TSSA, ESA and all other Certification up to date and documentation in order.

All Vendors:

Fire Safety information - Form FO 192

- All tents must conform to the current fire 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 – **a 3A-40BC fire extinguisher “new provincial standard”**
 - All cooking vendors - **a Type K fire extinguisher**
 - Again the fire department will be asking for this during the event.
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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. This is an outdoor show. The Board of Trade assumes no responsibility for loss or damage however caused.

Rain, shine, snow or wind, there are no refunds.

Trash is your responsibility and a dumpster is available for your convenience.

Portable washrooms will be available at several sites in the downtown area.

Limited security is provided for overnight Thursday.

Set up is on Thursday the 12th and sales are allowed from 6:00 pm on.

Designated setup locations with mapping will be provided just prior to the event.

Please direct all inquiries to info@portdover.ca Ph: 519-583-1314 Fax: 519-583-3275

**Summary of paperwork required for the Port Dover Board of Trade office
for Non Food Vendors:**

1. Board of Trade Site application with payment including HST
2. Norfolk County Vendor Licence application with payment (no HST).
3. Proof of Insurance with additional insured listed as above.
4. Identification – copy of Driver’s license
5. Total payment for both of the above payable to Port Dover Board of Trade

Eg: 1 - 10’x10’ Site = \$500 plus \$65 (HST) = \$565.00
plus \$200 vendor permit fee = \$765.00 total

Eg: 2 – 10’x10’ sites = \$1000 plus \$130 (HST) = \$1130.00
Plus \$200 vendor license fee = \$1330.00

Thank you for your participation