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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

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## Vendor Information: July 2018

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

1. A site application ( Port Dover Board of Trade) - currently accepting
2. A vendor licence application ( Norfolk County) - ASAP/ deadline June 29<sup>th</sup>
3. Food vendors only – Food providers application (HN Health Unit) – 60-30 days prior

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

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

**Contact – Jan Overend 519-583-1314 fax: 519-583-3275 [info@portdover.ca](mailto:info@portdover.ca)**

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 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 N0A1N

#### **The Site Application Package requirements:**

- a. Completed and signed site application (Home page)
- b. Proof of Insurance ( see above)
- c. Payment – payable to Port Dover Board of Trade
- d. Copy of the Norfolk County Vendor Licence application  
Spots assigned on a first-come, first-served basis after payment is received.  
No application will be considered after June 29<sup>th</sup>.

Fax, email or mail the signed application with payment, insurance and copy of the vendor licence application to the address listed above.

### 2. Vendor Licence from Norfolk County

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

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

- Check is either a “warm” weather event vendor permit or a “cold” weather event permit.  
This permit must be procured as early as possible as the cut off is two weeks prior to the event – last day to submit the entire permit package for July is Friday June 29<sup>th</sup>.

Without this vendor permit, you will not be allowed to participate. In order to acquire this permit, you must have a confirmed site. (# 1. above). Norfolk County By Law Department checks all vendors for this permit on the day of the event and fines are levied if you do not have the permit. Have it visibly displayed during the event.

**The licence package includes:**

- a. Confirmed site to set up. (The Board of Trade sends our list to Norfolk County)
  - b. A completed & signed vendor licence application (on home page)
  - c. Payment for licence – payable to Norfolk County
  - d. Proof of Insurance – ( see above)
  - e. Identification – drivers licence
3. **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 - June 13, 2018  
Fax to: 519-426-9974. Food Vendors must also fill out the applications 1. & 2. Above and send a copy to both Port Dover Board of Trade and Norfolk County. The Vendor licence for this event is dependent on Health Department approval. Please have all TSSA & ESA and all other Certification up to date.

**All Vendors:**

**Fire Safety information (usually within the Norfolk County package)**

- 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 – **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 is available for your convenience at the back of the Parking lot.

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

Overnight security is provided for Thursday over night.

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

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

*Thank you for your participation.*

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