



www.PD13.com

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

Main St. General vendors
Application _____
Vendors Permit _____
Insurance _____
Photo ID _____

**FOOD VENDOR APPLICATION for Friday, September 13th, 2024**

**IMPORTANT INFORMATION**

**Absolutely No Un-Licensed Event Merchandise Sales Allowed without prior signed permission ie: PD-13, the above logo or Friday the 13<sup>th</sup>/ Port Dover. For trade mark license agreement contact 519-583-1314.**

- No Other Un-Licensed Sales of Brand Name Merchandise Allowed ie: Harley-Davidson, etc.
- No Derogatory or Inflammatory Merchandise Sales Allowed.
- Vendor to provide proof of liability insurance in an amount of no less than \$2 million with the application.
- Vendor must comply with all local building, fire, health codes, regulations and licensing.

It is the sole responsibility of the vendor to ensure proper documentation is obtained. By Law enforcement officials will be present. A separate on line application must be submitted to the HN Health Unit via this site 60 days prior to the event:

<https://hnhu.org/health-topic/special-event-food-provider-application/>

- Vendor must keep a safe, clean site. Failure to comply with the above could result in being asked to leave & limit future participation. **Set-up to be determined.** You will be assigned a set-up time based on location.
- Port Dover Board of Trade and Port Dover Kinsmen are site coordinators. We will allot space as applications are received.
- For a paved area - no tent pegs can be used... bring weight to hold down your tent /canopy.
- **Hydro and Water are not supplied.** Generators are for food trucks only and will be inspected.
- **You must clean up your site prior to departure.**
- Departure weather dependent. This is a one day event. **The site must be vacant by midnight September 13<sup>th</sup>.**

Payment is due immediately. Space not paid will be reassigned. Please make Bank Draft, Cheque, Master Card or Visa payable: to Port Dover Board of Trade

Send or deliver payment to: Port Dover Board of Trade, 19 Market St. West, PO Box 239, Port Dover, Ontario N0A 1N0  
*If delivering payment by hand to 19 Market St. West, please call ahead to 519-583-1314 to ensure office is open.*

**Rain or Shine – No Refunds**

**Norfolk County Vendor License applications cost is TBAA (\$220.00 in 2023 - no HST) and for food vendors will be submitted directly to Norfolk County Clerks Department with Proof of Insurance.**

**(Licenses will not be issued after 4 pm August 30, 2024). You will not be permitted to participate without it.**

Read carefully, complete form, mail along with:

- Payment of Fee** - please have company name on draft or money order
- Photocopy and attach **proof of minimum \$2,000,000 liability insurance with the Corporation of Norfolk County and Port Dover Board of Trade listed as additional insured.**

Business Name: \_\_\_\_\_ vehicle description \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Exact items to be sold (In Detail): \_\_\_\_\_

Number of 10 ft. x 10 ft. spaces required \_\_\_\_\_ @ \$500 per 10 ft. space (plus HST) = \$ \_\_\_\_\_

As the coordinator, Port Dover Board of Trade will be assigning spots on a first-come basis.

Circle Payment type:            Cash    Cheque    Bank Draft    Visa    Master Card

Card # \_\_\_\_\_ Expiry \_\_\_\_\_

By my signature (vendor), I indicate that I have read the above information carefully and agree to it.

Signature \_\_\_\_\_ Date: \_\_\_\_\_