



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 – September 2024

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

1. Site application ( Port Dover Board of Trade) - currently accepting
2. Business license application – The Board of Trade will manage this documentation required by Norfolk County for non- food vendors. Please submit this application, with the site application, Proof of Insurance, and photo identification prior to August 30<sup>th</sup>, 2024.
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 N3Y4H5 and
  - b. Port Dover Board of Trade, 19 Market St. W., Port Dover, ON N0A1N0
4. Photo of Identification – copy of driver’s license

*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 .

The sites are available in multiples of 10’ x 10’ spaces (10’ depth only)

#### The Site Application Package requirements:

- a. Completed and signed site application (Home page))
- b. Completed and signed copy of the Norfolk County Vendor License 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 30<sup>th</sup>, 2024

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

(\$500 + HST per 10’x10’) and Norfolk County license \$231.00 for one or more spaces. For a separate location an additional application is required at the cost of \$231.00

### 2. Business License Application – Norfolk County

This permit application should be procured as early as possible to secure space. This permit Application procures a business 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 September 29th.

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 \$231.00 per location regardless of how many spaces procured together at the same location. If set up occurs in more than one location, a separate license is required for each.

Without this vendor permit, you will not be allowed to participate.

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## 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 License, 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 Your Vendor Permit 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 N3Y4H5 and
- b. Port Dover Board of Trade, 19 Market St. W., Port Dover, ON N0A1N0

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

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### 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 Business License application with payment (no HST).
3. Proof of Insurance with additional insured listed as above.
4. Fire Safety Form FO 192
5. Photo Identification – copy of Driver’s license
6. 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 \$231.00 vendor permit fee = \$796.00 total

Eg: 2 2 (spaces) X 10’x10’ site = \$500 x 2 = \$1000 plus \$130 (HST) = \$1130.00  
Plus \$231 vendor permit fee ( no HST) = \$1361.00

More multiples are available

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## Food Vendors Information – September 2024

To be a **Food Vendor** at a Friday the 13<sup>th</sup> event these documents & applications are required even if you have a packaged food product.

1. Vendor site application – all food vendors will be in one location.( Food Trucks)
2. Norfolk County Business License application to be presented to Norfolk County Clerk (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, 2024 – earlier is advised.

Paper form: <https://hnhu.org/wp-content/uploads/SE-Food-Provider-App.pdf>

Fax to: 519-426-9974 or [www.specialevents@hnhss.ca](mailto:www.specialevents@hnhss.ca)

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

4. Fire Safety Form FO 192
5. Proof of Insurance – see above
6. Photo Identification – driver’s license

**Food Vendors** must fill out the applications and send:

- a. a copy of all of the 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 of \$231.00 for the vendor license.

Norfolk County Contact: Marie Cook 519-426-5870 X 1357

[Marie.Cook@Norfolkcounty.ca](mailto:Marie.Cook@Norfolkcounty.ca)

The Food Vendor Business License 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**
  - All cooking vendors - **a Type K fire extinguisher**
  - Again a fire department official 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.

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.

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

1. Board of Trade Site application with payment including HST
2. Proof of Insurance with additional insured listed as above.
3. Photo Identification – copy of Driver's license
4. Fire Safety Form F192
5. Total payment for the above payable to Port Dover Board of Trade

Eg: 1 - 10'x10' Site = \$500 plus \$65 (HST) = \$565.00

Eg: 2 2 (spaces) X 10'x10' site = \$500 x 2 = \$1000 plus \$130 (HST) = \$1130.00

More multiples are available

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

*Thank you for your participation*