

Port Dover Summer Festival's

MAIN STREET MARKET

*Main St. between Market St. W. and Chapman St.
Downtown Port Dover, Ontario
AUGUST 18, 19 & 20, 2023*

Please read the following, complete the application form and mail with cheque, Visa or MasterCard and expiry date to the address shown below. The Main Street Market area of Summer Festival is essentially sidewalk sales for the downtown merchants on the closed street area. As some businesses do not use the space in front of their establishment, we invite other commercial vendors to attend for this portion of the festival. Musical entertainment is provided in the central Parkette area during Saturday and Sunday and the closed street is an extension of the Arts & Crafts Festival in Powell Park.

General

- a) Bookings are made to vendors on a first come basis and attending for the three days.
- b) Commercial vendor fee is \$200.00 per 10'x10' space plus 13% HST (R 107853053) on closed street area (pedestrian mall) from Market St. W. to Chapman St. Please include payment with the registration form. A confirmation letter or call plus other information will be sent to you.
- c) Bring your own tent and other merchandising set up. Set up is anytime after 8:00 am Friday and teardown after 5:00 pm Sunday
- d) Display areas will be assigned on the street as some downtown businesses do not participate in the market weekend (sidewalk sales) – professional offices etc.
- f) Overnight storage is the responsibility of the dealer. Professional security is provided overnight on both Friday and Saturday night.

Space Allocation:

Vendors will be allotted space on a first-come, first-served basis. Tents must be sandbagged as no posts in the payment.

Liability Insurance: All vendors must provide a Certificate of Insurance showing proof of Commercial General Liability to the Port Dover Board of Trade, PO Box 239, Port Dover, ON N0A1N0 as follows:

1. \$2,000,000.00 Bodily Injury & Property Damage – Inclusive
2. Port Dover Board of Trade, The Corporation of Norfolk County & Port Dover Summer Festival must be shown on the Certificate of Insurance as an additional insured.
3. Certificate of Insurance can be faxed directly to the Port Dover Board of Trade from your agent to 519-583-3275 or email to info@portdover.ca

Fire Safety requirements: Read and complete the Special Event Approval Form provided by Norfolk County Fire Department. **NOTE:** You must have the described fire extinguisher and either a tent label or factory certification that your tent meets a required standard for fire retardant material.

Other Information:

- a) Wash-up station and portable toilets are available. One portable toilet is wheel chair
- b) accessible and is located on Market St. in the vacant lot near the Antique Section.
- c) Coffee and breakfast can be purchased from the Scout Booth in the park or other Port Dover restaurants on Saturday and Sunday morning.
- d) The Festival will not be cancelled because of bad weather.
- e) The Main St. Market area hours are 9:00 am to 6:00 pm Friday & Saturday & 10:00 am to 5:00 pm Sunday – you may start to sell earlier as the antique and book table customers arrive early but do not close or tear down prior to closing.
- e) Live musical entertainment will be in the Parkette area and the Park Band Shell on Saturday and Sunday.
- f) If you are a food vendor, please be sure to fill out the food provider application for the Haldimand Norfolk Health Department at least 30 days in advance of the event.

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

Thank you

Port Dover Summer Festival Committee
The Port Dover Summer Festival's Main Street Market
Box 1203, Port Dover ON N0A 1N0

Phone: 519-583-1314

Fax: 519-583-3275 (Port Dover Board of Trade)

info@portdover.ca

www.portdoversummerfestival.com