



AUGUST 19 & 20, 2023

10:00 am - 6.00 pm Saturday

10:00 am - 5:00 pm Sunday

FOOD PRODUCTS INFORMATION SHEET

The Port Dover Summer Festival invites you to apply to take part in the Annual Art, Craft and Antique & Collectibles show in Powell Park, Main Street Port Dover, Ontario.

Powell Park hosts Artisans, Artists and Antique & Collectibles dealers, huge used book sale a variety of foods provided by local community groups and commercial vendors.

The Summer Festival attracts tourists from around the Province and the near US states. Approximately 12,000 people come to Port Dover during the weekend run of this popular Arts & Craft Show.

Include all requested materials with your application so that we can complete the jury process. If you are missing any requested materials, your application will be set aside to be considered when we have time to contact you and receive what is needed. If you must send something later, please include an explanation and the approximate date we can expect to receive it.

The Port Dover Summer Festival
P. O. Box 1203
Port Dover ON N0A 1N0

Telephone: 519-583-1314
Fax: 519-583-3275 (Port Dover Board Of Trade office)
E-mail: info@portdover.ca
Web site: www.portdoversummerfestival.com

CONDITIONS OF ENTRY

- Acceptance based on your product and presentation, labelling etc.
- For new applicants or if you have changed your product line, we require 5 current photographs of your product and at least **one photo of you working in your production facility**.

- Photos may be mailed, e-mailed or viewed on your website. If you refer the jury to your website, be sure there are photos of you working in your studio/workshop or your booth at a show.
- **Food Provider Application to the Haldimand Norfolk Health Unit must be made by the vendor at least 30 days prior to the event – I would suggest 45 days so we do not have delays.**
<https://hnhu.org/health-topic/special-event-food-provider-application/>
[Email this to both the HN Heath Unit and to the Summer Festival](#)
- Include price points
- A list of recent juried shows
- All work must be the creation of the attending producer
- All work must be made in Canada
- No commercially manufactured products are accepted for set up in the park.
- All entries will be juried and all decisions of the jury are final.
- Display booths, tables and chairs are not provided.
- The Festival will not be cancelled because of bad weather.

2. LIABILITY INSURANCE

All vendors must supply 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 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 at 519-583-3275.

3. FIRE PREVENTION

All vendors must meet fire prevention requirement as set out by Norfolk County.

Your tent must have manufacturer’s documentation or attached label showing a specified degree of fire resistance. 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 merchandise vendors – a **3A-40BC fire extinguisher**.
- All cooking vendors – a **Type K fire extinguisher**

4. DEADLINE FOR APPLICATION FORM is June 15th

We continue to accept and process applications until the park is full.

June & July: Jury meets periodically to process applications received after the deadline.

Refunds: June 15 - Last date to cancel for a full refund.

5. SPACE SIZE AND FEES + HST R107853053

Single Space	10’ X 10’	\$200.00 + 26.00 = \$226.00
Double Space	20’ x 10’	\$400.00 + 52.00 = \$452.00
1.5 Space if possible	15’ x 10’	\$300.00 + 39.00 = \$339.00

6. LODGING

There is a list of Port Dover and area lodging on our website www.portdoversummerfestival.com and at www.portdover.ca If you don’t have Internet access, you may call the Port Dover Board of Trade at 519-583-1314.

7. OTHER INFORMATION

- We no longer provide Visa/Master Card service to your customers. You need to provide this service.
- The park is ready for exhibitors to set up on the Friday before the festival from 8:00 AM. until 7:00 PM. After 7:00 P M., it is unlikely that there will be a member of the Festival committee in the park.
- Wash stations and Jimmi-Jons, one of which is wheel chair accessible, will be available.
- Security is provided both Friday and Saturday over night.
- Coffee, pancakes and sausage are available from the Scout Booth in the park Saturday and Sunday mornings.

8. JURY

We have up to 10 members on our jury and at any one time a minimum of four members must approve an application for the Port Dover Summer Festival. The decision of the jury is final. Some of the criteria include...

- originality; a unique creation of the producer;
- a high level of packaging and product presentation.

Thank you for your submission

Summer Festival Committee & Jury Group