



THE 47TH ANNUAL CANAL DAYS  
MARINE HERITAGE FESTIVAL

# VENDOR GUIDE





# VENDOR GUIDE

AUGUST 1 - 4, 2025

## Festival Hours

- 🕒 **Friday, August 1:** 12 p.m. to 11 p.m.
- 🕒 **Saturday, August 2:** 10 a.m. to 11 p.m.
- 🕒 **Sunday, August 3:** 10 a.m. to 11 p.m.
- 🕒 **Monday, August 4:** 10 a.m. to 5 p.m.

## Important Dates

- 📅 **Application Submission Deadline:** Friday, March 28, 2025
- 📅 **Notification of Acceptance:** Thursday, May 1, 2025
- 📅 **Payment Deadline:** Friday, May 16, 2025
- 📅 **Applications Cancellation Deadline:** Friday, May 16, 2025
- 📅 **Deadline to Submit Certificate of Insurance:** Friday, June 20, 2025
- 📅 **Deadline to Submit Lottery License** (if hosting a raffle): Monday, July 7, 2025

## Vendor Checklist

Below is a list of items vendors are required to bring:

- ✔️ Awning/Tent Coverage
- ✔️ Mandatory tent weights
- ✔️ Non-cooking vendors must have at least a "2A10BC" Fire Extinguisher
- ✔️ Cooking vendors must have at least a "40BC" or "Type K" Fire Extinguisher
- ✔️ Lengthy Extension Cord(s) (minimum 100 feet)
- ✔️ Cable Covers
- ✔️ Lighting to illuminate your setup at night
- ✔️ Battery pack (if hydro was not requested or available)
- ✔️ Tables and chairs
- ✔️ Promotional Signage



## How to Apply

Applications must be submitted online. By signing the application the vendor is agreeing to the terms and conditions and rules and regulations laid out in the application guide. All completed applications meeting our criteria will be reviewed and vendors will be notified of acceptance, decline or waitlist status by email. Submission of a vendor application does not guarantee that the vendor will be offered an opportunity to participate in the festival.

## Pricing Explained

Applicants will notice that this year's vendor fees are tiered by Zones. Businesses and artisans with a physical address in Port Colborne can enjoy discounted pricing. Additionally, local community, service groups, and Indigenous Vendors are not required to pay a fee. Community groups outside of Port Colborne are welcome to apply as a vendor, however, there will be no opportunity to run a raffle/lottery as non-local community groups. Please note, presently **hydro and water access** is only available on **West Street (Zone 1)**. All other zones require vendors to bring silent generators and/or battery packs.

## Vendor Locations

Applicants requesting more than one (1) vendor stand location **MUST** apply to each separate location/site being requested. **NO EXCEPTIONS**. Vendor sites will be assigned at the sole discretion of the Event Coordinators. The coordinators reserve the right to make changes and modifications and designate specific vendors as sole proprietors for particular products. No on-site relocation is permitted.

## Vendor Conduct Policy

At Canal Days, mutual respect is a priority. Vendors, staff, volunteers, and attendees are all expected to treat one another with respect at all times. Any form of violence, harassment, or mistreatment will **NOT** be tolerated. Violations of this policy, by anyone, may result in immediate removal from the event. Let's work together to create a safe, positive, and welcoming environment for everyone.





## Product Description

Vendors are required to provide a detailed list of their products and or menu in their application. This list is shared with **Niagara Regional Public Health**, which they use during health inspection prior to the start of the festival. All menus and products are subject to pre-approval by the event coordinators prior to the event. Food vendors may only sell food items and **CANNOT** sell merchandise; likewise, retail vendors may only sell merchandise and **CANNOT** sell food items.

## Water and Hydro Access

Please note, that only **West Street (Zone 1)** has water and hydro access.

Vendors who do not request hydro, or those in locations without any hydro are reminded to bring safe battery-operated source of light that conforms to current **Fire Code, Building Code and Public Health Code** requirements to illuminate their tents after sundown. If you do not request hydro and/or water, and arrive at the festival requiring it, you will not be able to set up, as an alternate site will not be available to you.

## Theft or Damage

While security will be provided on-site 24 hours/day in all Zones of the Canal Days festival, The City of Port Colborne is **NOT** responsible for any theft or damage of the possessions of vendors. Please be sure to secure your vending location and remove any valuables overnight.

## Cancellation Policy

There will be no refunds available for cancellations on your part for any reason after Friday, May 16, 2025. Refunds will **NOT** be given in the event inclement weather causes a cancellation on any given day of the festival.

## Payments Options

- ✔ **Certified Cheque** payable to the City of Port Colborne (NSF fees are \$25.00 per returned cheque).
- ✔ **Credit Cards** (Visa, Mastercard, American Express) upon vendor acceptance, a link will be sent for online payment.

If you are notified of acceptance, you will need to submit payment to secure your space. Due to the high demand for a fixed number of spaces, we **CANNOT** hold spaces without payment by the outlined deadline.



# 2025 VENDOR PRICING

TYPE	10X10	10X20	10X30	10X40
<b>Port Colborne Based Businesses ONLY</b>				
<b>Retail Vendor</b> *Note: Multi-level marketing retailers are not permitted.	\$800 + HST =\$904	\$1,070 + HST = \$1,209.10		
<b>Artisan/Craft Vendor</b>	\$400 + HST =\$452	\$530 + HST =\$598.90		
<b>Food Vendor (local restaurant or similar establishment)</b>	\$1,235 + HST =\$1,395.55	\$1,650 + HST =\$1,864.50		
<b>Community, Service Group</b>	No Cost	No Cost		
<b>Indigenous Exhibitors and Vendors</b>	No Cost	No Cost		
<b>Zone 1 – West Street/Main Strip</b>				
<b>* Hydro and water are available for an additional fee</b>				
<b>Retail Vendor</b>	\$,1210 + HST =\$1,367.30	\$1,610 + HST =\$1,819.30	\$2,010 + HST =\$2,271.30	\$2,410 + HST =\$2,723.30
<b>Artisan/Craft Vendor</b>	\$800 + HST =\$904	\$1,070 + HST =\$1,209.10		
<b>Food Vendor (restaurant, food truck, stand or similar)</b>	\$1,850 + HST =\$2,090.50	\$2,460 + HST =\$2,779.90	\$3,070 + HST =\$3,469.10	\$3,680 + HST =\$4,158.40
<b>Zone 2 – Recreation &amp; Kids Zone, Clarence Street, Charlotte Street, Princess Bend</b>				
<b>* Hydro and water are not available in these locations</b>				
<b>Retail Vendor</b>	\$800 + HST =\$904	\$1,070 + HST = \$1,209.10	\$1,340 + HST =\$1,514.20	\$1,610 + HST =\$1,819.30
<b>Artisan/Craft Vendor</b>	\$400 + HST =\$452	\$530 + HST =\$598.90		
<b>Food Vendor (restaurant, food truck, stand or similar)</b>	\$1,235 + HST =\$1,395.55	\$1,650 + HST =\$1,864.50	\$2,065 + HST =\$2,333.45	\$2,480 + HST =\$2,480.40
<b>Community or Service Group</b>	\$300 + HST =\$339	\$400 + HST =\$452		
<b>Zone 3 - (pricing the same for all sizes)</b>				
<b>* Hydro and water are not available in these locations</b>				
<b>Concert Series Food Vendor (Friday &amp; Saturday only)</b>	\$1,850 + HST =\$2,090.50			
<b>Concert Series Retail Vendor (Friday &amp; Saturday only)</b>	\$1,210 + HST = \$1,367.30			
<b>Zone 4 - (pricing the same for all sizes)</b>				
<b>* Hydro and water are not available in these locations</b>				
<b>Classic Car Show Food/Retail (Sunday only)</b>	\$300 + HST = \$339			
<b>Additional Fees – Free for Port Colborne Community Groups and Indigenous Exhibitors and Vendors</b>				
<b>Water (only available in Zone 1)</b>	\$230 + HST = \$259.90			
<b>Hydro (only available in Zone 1)</b>	\$115 + HST =\$129.95			



## Booth Setup

Vendors must be fully set-up and prepare their assigned site on **Friday, August 1, by 11:00 am**. All extension cords and electrical wires must be properly covered and not create a tripping hazard for pedestrians. Vendors are required to open and close according to the hours of operation and are not permitted to close early. Vehicles will not be permitted on the festival grounds after **11:00 am on Friday, August 4**, and not before **5:00 pm on Monday, August 4**. Please note, closing early is not permitted.

All materials and equipment **MUST** be well maintained, presentable and conform to current fire, building and health code requirements. The Port Colborne Fire and Building Department will be inspecting all vendors during Friday set-up to ensure compliance of fire extinguishers and tents.

Vendors with **tent structures** must present proof to the **Fire Chief and Building Inspector** at Friday's setup, stating that the tent meets a recognized flame-retardant standard **CAN/ULC S109**.

All vendors with tent structures 10 years of age or older must provide a "**Flame Test**" meeting **NFPA 701**, recommended practice for a **Field Flame Test for Textiles and Films NFPA 705**.

All tents, structures and signs must be properly secured. The vendor must provide proper **weights** to prevent the lift of structures. Please ensure that secured weights do not present a tripping hazard. If using tents or canopies, proper weights are mandatory to prevent the lift of structures and are the responsibility of the vendor.

A "**Self-Contained Unit**" is defined as a unit (not a tent) that has been inspected and pre-approved by the **Fire Department and Public Health Department**, to sell specified products. The unit must be portable and equipped with all required appliances, services, and water supply.

All **Mobile Food Service Equipment** shall have a current **TSSA** annual inspection certificate.

Only silent generators are permitted at all locations, with the decibel range from **75-85 dB(A)**.

Please ensure you provide specific plug-in specifics in your application. The electrical system on the festival grounds has a finite capacity, 3-phase power is not available.

Cooking with fuel-fired appliances (open fires), smoking, the use of candles or other open flames are strictly **PROHIBITED** in any tents used by the public.



Non-cooking vendors must have no less than a **"2A10BC" Fire Extinguisher** and all cooking vendors must have not less than a **"40BC" or "Type K" Fire Extinguisher**.

## Lottery License

For the sale of tickets for any items involving a chance to win, vendors **MUST** obtain a Lottery license from either the **City of Port Colborne** or the **Alcohol and Gaming Commission of Ontario** and submit a copy of this license to event staff. A copy of the license must also be displayed in your booth. Groups outside of Port Colborne will not have the opportunity to run a raffle/lottery.

## Certificate of Insurance

All participating vendors **MUST** provide a Certificate of Insurance to participate in Canal Days. The following details are required:

- ✓ \$2 million insurance policy;
- ✓ Add additional insured to the commercial liability rider of the vendor's policy naming the:
  - ⊕ **Corporation of the City of Port Colborne**, 66 Charlotte Street, Port Colborne Ontario, L3K 3C8
  - ⊕ **St. Lawrence Seaway Management Corporation**, 508 Glendale Ave, St. Catharines, Ontario, L2P 3Y3
  - ⊕ **Transport Canada**
  - ⊕ **His Majesty the King in right of Canada**
- ✓ List the festival days of Friday, August 1 to Monday, August 4, 2025

## Grey Water and Garbage

Food vendors may only dump grey water in appropriate containers that will be provided at the festival site. Grey water **MUST** be free and clear of any foreign objects (i.e. solid food items, packaging, etc.). Event staff will notify you of the location during vendor check-in.

**ALL** garbage generated by you and or your staff **MUST** be placed in a bag in your own container. The use of festival provided containers is **NOT** permitted. You will be removed from the festival if you move and or take a festival container. Staff will collect bagged garbage each night.



## Ready to Apply?

Visit [www.canaldays.ca](http://www.canaldays.ca) and head to the "Vendor" tab to access the application.

Applications will be open until **Friday, March 28, 2025**.

To submit a vendor application, the vendor must be in good standing with the City of Port Colborne and the Event Coordinators, must **NOT** have violated any Canal Days rules or regulations in past years as a vendor, must not have been previously banned from an event and must have paid all fees. The Canal Days Festival Committee reserves the right to choose its vendors in keeping with the general spirit of supporting and promoting small businesses and community groups.

Receipt of your application does **NOT** guarantee or imply you have secured a spot regardless of whether or not you have been a vendor at Canal Days previously. Preference may be given to vendors who have an excellent history of service and who adhere to the application guidelines.

All vendor sites will be pre-assigned with **NO** relocation requests.

The festival does **NOT** guarantee returning vendors the same location as in previous years.

## Contact Us

Thank you for your interest in Canal Days, we hope to see you in August!

If after reading above you still have unanswered questions or concerns that need to be addressed before you apply, please contact us at [eventservices@portcolborne.ca](mailto:eventservices@portcolborne.ca).

