

Administration & Finance
Division
Planning & Development Division
Phone: 807-274-5323
Fax: 807-274-8479

Mailing Address for All Divisions:
Civic Centre
320 Portage Avenue
Fort Frances, ON
P9A 3P9



Operations & Facilities Division
Phone: 807-274-9893
Fax: 807-274-7360

Community Services Division
Phone: 807-274-4561
Fax: 807-274-3799

email: town@fortfrances.ca
www.fortfrances.ca

Dear Vendors:

We want to thank you for your patience as we work towards bringing you fun, safe and profitable Market Season.

After some constructive feedback regarding the original 2023 Market Vendor Package, some changes were made, and new considerations were put into place. **Some important changes to note include:**

- If a vendor "sells out" prior to 2:00pm (meaning a minimum of 75% of goods sold), they may be permitted to leave early at the discretion of the market coordinator.
- Vendors will be given the option to opt. out of Community Involvement days ex. concerts, BBQs etc.
- Aggressive behavior, verbal abuse, or harassment towards staff, fellow vendors, customers or visitors in any form will not be tolerated.
- The BIA (Business Improvement Association) has purchased a Blanket Business License for the 2023 season, vendors are no longer required to apply for individual Business Licenses.
- All vendors will be required to provide a Certificate of Insurance (see below)

The new contract was reviewed by Town of Fort Frances Senior Management and their insurance company, and they provided changes that needed to be included related to insurance.

Please note that ALL market vendors will now be required to purchase and provide the market coordinator with a COI (certificate of insurance) for Commercial General Liability Insurance. This insurance is to protect you, the vendor, in the event that you or your product cause bodily injury or property damage to the event host or visitors to your stall during the time you are operating as a vendor or if you, yourself obtain a personal injury.

A copy of your COI must be provided to the Market Coordinator **before** participating the in the RL Thursday Markets.

The new contracts will need to be signed and returned to Samantha upon completion of your package. If you have already sent in the old contract, your selected dates and preferred table spaces will remain reserved for the time being, unless you have opted out for this season.

The Museum would like to take this opportunity to once again thank vendors for their patience and understanding. A huge thank you also goes out to the BIA for stepping up to purchase a Blanket Town of Fort Frances Business License for ALL Market Vendors- because of this no Individual Business License will be required this year.

If you have any questions or concerns, please contact me.

Thank you,

Danielle Marshall M.A.

Danielle Marshall M.A.
Curator, Fort Frances Museum
807-274-7891
dmarshall@fortfrances.ca

INSURANCE REQUIREMENTS:

All Risks Property Insurance

All risks (including sewer damage, flood and earthquake) property insurance in an amount equal to the full replacement cost of property of every description and kind owned by the vendor or for which the vendor is legally responsible, and which is located on or about the Demised Premises, including, without limitation, anything in the nature of a leasehold improvement.

Commercial General Liability Insurance

The Vendor shall, at their expense obtain and keep in force during the term of the contract, Commercial General Liability Insurance satisfactory to the Municipality and underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall include but not be limited to:

- (a) A limit of liability of not less than \$2,000,000/occurrence with an aggregate of not less than \$2,000,000
- (b) Add the Town of Fort Frances as an additional insured with respect to the operations of the Named Insured
- (c) The policy shall contain a provision for cross liability and severability of interest in respect of the Named Insured
- (d) Non-owned automobile coverage with a limit not less than \$2,000,000 and shall include contractual non-owned coverage (SEF 96)
- (e) Products and completed operations coverage
- (f) Broad Form Property Damage
- (g) Contractual Liability
- (h) Hostile fire
- (i) The policy shall provide 30 days prior notice of cancellation