

2026 Information and Instructions Sheet

For Vendors Participating in Special Events on City of London Property

Please read carefully.

You are receiving this information sheet because it is our understanding that you will be participating in a **Special Event on City of London property** (e.g., parklands, event spaces, block parties, etc.) as one of the following:

- A **food vendor**, offering or selling consumable items (includes prepackaged goods, baked treats, and beverages); and/or
- A **craft vendor** operating with a **merchandise/craft trailer** that remains onsite for the duration of the event.

If either applies to you, **registration with the City of London Special Events service area is required** in order to participate.

Note: that if you are a **non-food vendor without a merchandise/craft trailer** as part of your set-up, you **are not required to purchase any permit** with Special Events.

✓ Who Needs a Vendor Permit?

Vendor Type	Permit Required?
Food vendor (any type)	✓ Yes
Craft vendor with trailer on site	✓ Yes
Non-food vendor without trailer	✗ No

Note: Even if you are not required to purchase a permit, **all vendors** must still comply with **fire safety regulations** and, where applicable, submit a **Notice of Intent to Operate as a Vendor** to the Middlesex-London Health Unit (MLHU). This includes services such as face painting, massage, hair braiding, etc.

🍴 If You're a Food Vendor:

If you hold a valid **City of London business licence**, please ensure you have it ready when completing your purchase for your Special Events Vendor Permit.

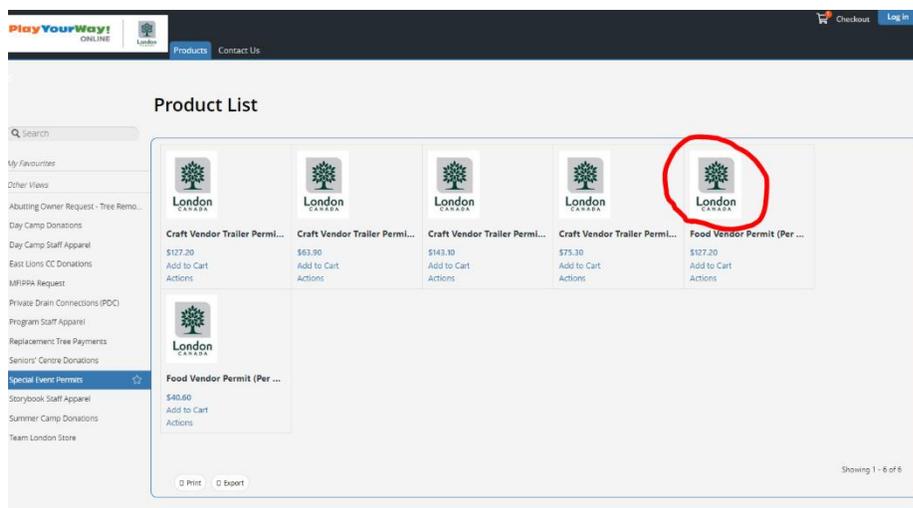
🔗 Learn more or apply here: [City of London Business Licences](#)

How to Purchase a Vendor Permit

Vendor permits must be purchased online. All transactions are secure, and you will receive an email receipt upon completion. Special Events staff may visit your booth during the event to verify your permit — please have your receipt accessible during setup.

Step-by-Step Instructions:

1. Visit the permit purchase portal: [Food Permits and Craft Trailer Permits](#) (click on hyperlink)
2. Select your required permit by clicking on the **City of London logo** for that permit. Available options:
 - **Food Vendor Permit (Per Event, without City Licence): \$132.30**
 - **Food Vendor Permit (Annual, with City Licence): \$42.20**
 - **Craft Vendor Trailer Permit (1–3 days, trailer ≤10 ft): \$66.50**
 - **Craft Vendor Trailer Permit (1–3 days, trailer >10 ft): \$132.30**
 - **Craft Vendor Trailer Permit (4+ days, trailer ≤10 ft): \$78.30**
 - **Craft Vendor Trailer Permit (4+ days, trailer >10 ft): \$148.90**
3. **IMPORTANT:**
Do **not** click “Add to Cart” from the main permit page. You must first click the **City of London logo** for the permit to enter your vendor details. *(This is marked in red in the image below.)*



4. A pop-up window will appear, please fill the form in which you will provide your **business name, contact details, and event name(s)**.
5. Once your details are submitted, you may now click **“Add to Cart.”**
6. Complete your purchase using **Visa or Mastercard**.
7. An **automated receipt** will be sent to your email.

Need Help?

If you have any questions about this process, please contact:

 specialevents@london.ca

 519-661-2489 ext. 7767