

COBOURG HIGHLAND GAMES FOOD & MERCHANDISE VENDOR REGULATIONS



We would like to offer you the chance to participate in the 2016 Cobourg Highland Games, to be held on **June 17th & 18th, 2016 at Victoria Park in Cobourg, rain or shine.** Please complete the online application in full. Please ensure you review the Regulations for 2016. Failure to do so may mean you will not be allowed on the grounds.

IN ORDER TO CONFORM WITH MUNICIPAL AND HEALTH GUIDELINES WE REQUIRE THE FOLLOWING DOCUMENTATION:

- 1. ALL VENDORS MUST** Show Proof Of 3rd Party Liability Of \$2,000,000.00 With The Cobourg Highland Games And The Town Of Cobourg As Co-Insured On Each Vendor's Liability Policy. A Copy Of Same Must Be Received By The Cobourg Highland Games Society within 2 Weeks of the Highland Games.
- 2.** Please indicate in **detail** what you sell with your application. You will only be allowed to sell what you have indicated on your application form. Anything not on the list **must** be taken off of your booth when asked by a Cobourg Highland Games representative. **The Cobourg Highland Games reserves the right to limit the number of vendors selling the same or similar products/service listed on the contract.**
- 3.** Set-Up Will be Allowed After 10:00am on Friday, or Saturday from 6:00am to 8:00am. Any vendor arriving on Saturday after 8:00am will *not* be allowed on the grounds with vehicles and must walk their wares onto the grounds. **THERE WILL BE NO EXCEPTIONS.** For pedestrian safety Vehicles are not permitted to enter, or exit, the grounds in between the hours of 8am and 6 pm.
There will be entertainment on site on Friday 7pm to 10pm and on Saturday until 10pm; all vendors are welcome to stay until that time. The park is completely fenced and there are paid security officers on site from 8pm Friday to 6am Saturday.
NO overnight Camping is allowed in Victoria Park (Town Bylaw). There is a campground adjacent to the park (Victoria Park Campground 905-373-7321), but you must reserve a spot early as it fills up quickly.
Tear Down will not be permitted until 6:00pm Saturday.
There is limited space in Victoria Park so we would prefer that you park your vehicle outside of the park in the parking spaces available in order to provide more space for the Visitors to see you. We can reserve a spot for you next to the park (\$10.00) or you can take your chance at finding a space close by. If you require your vehicle inside the park adjacent to your booth it must be included in the size of the space you require, so we can be ready for you and fit you with similar sized booths
Remember to check Website for Program additions and updates.
- 4.** All electrical cords, plugs, extension cords or panel connectors are to be heavy duty cords (e.g. 14 gauge outdoor extension cords). Cords should be heavy enough to carry the required load long distances, without overloading the circuit. Most outlets available are 15amp, with a limited number of 220 volt outlets. Inspection will take place on the day of set-up. Failure to comply will result in either a correction being made immediately (cost to be paid by vendor) or vendor will be asked to leave with **NO REFUND**. If you have any questions, please contact your electrician or The Electrical Safety Authority @ 1-877-372-7233 or www.esainspection.net. The Electrical Authority will be onsite doing inspections.

EXCLUSIVE TO FOOD VENDORS

5. All Food Vendors must complete a “Special Occasion Application” and be Pre-Registered with the Haliburton-Kawartha-Pine Ridge Health Unit (866-888-4577). They also must comply with all applicable Health Standards and Fire Regulations—The Haliburton, Kawartha Pine Ridge Health Unit and the Cobourg Fire Department will be at the event. Health Unit Applications must be mailed directly to the Health Unit address provided below.
6. Municipal Regulations Require That All Refreshment Concessions (Food Vendors) Owners Must Show Proof Of A Criminal Background Check With A Police Department, Dated Within Three (3) Years Preceding The Date Of The Event. This Will Be Strictly Enforced.
7. All Food Vendors using propane for cooking must provide The Cobourg Highland Games Society with a copy of “Attachment #1—Inspection Certificate Director’s Order Fs-056-06 Mobile Food Service Equipment”, as required by the Ontario Standard Branch of the Ontario Government. Propane tanks must meet requirements set by fire dept. Regulations on propane tank standards will be sent to all participating vendors.
8. All food vendors must have a proper fire extinguisher that meets the Fire Code, on site.
9. All Mobile Food Service Equipment will be inspected and approved in accordance with the Technical Standards and Safety Authority requirements (www.tssa.org) and the Ontario Fire Code.

All Health Unit Forms must be mailed to:

Haliburton Kawartha Pine Ridge District
Health Unit
200 Rose Glen Road
Port Hope, ON L1A 3V6

10. A \$100 non-refundable deposit is required by January 31, 2016 to reserve your Lot. All registrations and inspections *must* be finalized, and full payments cleared, by April 15th, 2016 in order to be listed in the Cobourg Highland Games Program. Please forward the Balance Owing on your application, with required documentation, to the address below by April 15th, 2016. Once your full payment has been received and cleared by your bank, your business will be included in our Highland Games Program and Website. If you’re Application and payment is late, and received after April 15th, your business *cannot* be listed in the Official Highland Games Program.
11. **No post-dated cheques will be accepted. All NSF cheques are subject to a \$30.00 charge.**
12. **No refunds after April 15th 2016.**
13. Cost of Application Increases by \$100.00, plus HST, if received between April 16 and May 15 2016. **NO** Applications will be accepted after May 15, 2016.

Please mail forms and cheques payable to: Cobourg Highland Games Society
Box 424, Cobourg, ON

K9A 4L1

For information please contact: cobourggamesconcessions@gmail.com