



COBOURG HIGHLAND GAMES FOOD & MERCHANDISE VENDOR REGULATIONS

We would like to offer you the chance to participate in the 2019 Cobourg Highland Games, to be held on **June 14th & 15th, 2019 at Victoria Park in Cobourg, rain or shine.** Please complete the online application **in full**.

Please ensure you review the 2019 Regulations, as failure to do so may mean you will not be allowed to participate.

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

1. **ALL MERCHANDISE VENDORS MUST** show proof of 3rd Party Liability Insurance of \$2,000,000.00 with The Cobourg Highland Games Society as co-insured on each vendor's liability Insurance Policy. A copy of the Policy must be received by The Cobourg Highland Games Society no later than 2 weeks prior to the Games.
2. Please indicate on the application in **detail**, what you will be selling. You will only be allowed to sell what you have listed on your application form. Any items not listed may be subject to removal from sale by The Cobourg Highland Games Society. **The Cobourg Highland Games Society reserves the right to limit the number of vendors selling the same or similar products/service listed on the application.**
3. Set-Up will be allowed from 10:00am Friday, and 6:00am to 8:00am only, on Saturday. Any vendor arriving after 8:00am on Saturday will **NOT** be allowed on the grounds with vehicles and must walk their wares to their allotted spot. **THERE WILL BE NO EXCEPTIONS.** For pedestrian safety, vehicles are not permitted to enter or exit the grounds from 8:00am until 6:00pm.

There will be entertainment in the park on Friday from 6:00pm to 11:00pm and on Saturday until 11:00pm; all vendors are welcome to stay until that time. The park is completely fenced with paid security on site from 8:00pm Friday to 6:00am Saturday. **NO overnight Camping is allowed in Victoria Park** (Town Bylaw). Victoria Park Campground 905-373-7321 is adjacent to the park, but you should reserve a spot early as it fills up quickly. Tear Down will not be permitted until 6:00pm Saturday.

Due to limited space, we would prefer that you park your vehicle outside of the park. We can reserve a spot for you next to the park (\$10.00 on your application). Large vehicles (RV's) will be charged \$10.00 for each spot they occupy. If you require your vehicle inside the park, next to your booth, **it must be included in the size of the space you require. All vendors who take up a larger space than paid for, must pay the difference + HST before being able to open for business.** Remember to check website for program additions and updates.

4. All electrical cords, plugs, extension cords and panel connectors are to be heavy duty (e.g. 14 gauge outdoor extension cords) and should be heavy enough to carry required loads over long distances, without overloading the circuits. Most outlets are 15 Amp, with a few 30 and 50 amps available. The Town of Cobourg is supposed to be upgrading the Hydro at Victoria Park. We will advise you if/when changes are made. 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 the 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 Safety Authority will be onsite doing inspections.

EXCLUSIVE TO FOOD VENDORS

5. **ALL FOOD VENDORS MUST** show proof of 3rd Party Liability Insurance of \$5,000,000.00 with **The Cobourg Highland Games Society and The Town of Cobourg** as co-insured on each vendor's liability Insurance Policy. A copy of the Policy must be received by the Cobourg Highland Games Society no later than 2 weeks prior to the Games.
6. **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.
7. Municipal regulations require that all refreshment concessions (Food Vendors) owners must show a criminal investigation report dated for the current year. This will be strictly enforced.
8. 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.
9. All food vendors must have a proper fire extinguisher that meets the Fire Code, on site.
10. 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

11. A \$100 non-refundable deposit is required by December 31, 2018 to reserve your spot.
New This Year: All merchandise vendors who have paid their deposit , or paid in full, shall be able to pick the spot of their choice on the attached map. It will be on a first come, first served basis.
We will try to update the map as often as possible, but suggest you make at least 2 or 3 choices in case your first choice is gone. All registrations **must** be finalized, and full payment made by **April 12th, 2019** in order for your business to be listed in the 2019 Official 56th Cobourg Highland Games Program, and on our website. **NO EXCEPTIONS** after that date.
12. All NSF cheques are subject to a \$30.00 charge.
13. No refunds after April 12th, 2019.
14. A \$100.00 discount is automatically applied on the application if full payment is received before April 12th 2019 by PayPal, E-Mail Money Transfer or Cheque (must be cleared by April 12th,2019). Full prices are due from April 13, 2019 to May 10, 2019.
15. After May 10, 2019, please email us at cobourggamesconcessions@gmail.com before applying for a spot.
16. Your Application will not guarantee you a spot, until paid in full and accepted by the Cobourg Highland Games Society.

Please mail forms and make cheques payable to:

Cobourg Highland Games Society PO Box 424, Cobourg, ON K9A 4L1
For information please contact: cobourggamesconcessions@gmail.com

