



# Cobourg Highland Games Food Vendor Regulations

We would like to offer you the chance to participate in the 2020 Cobourg Highland Games, to be held on June 19<sup>th</sup> and 20<sup>th</sup>, 2020 at **Victoria Park in Cobourg, rain or shine**. Please complete the online application in full.

Please ensure you review the 2020 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 FOOD VENDORS MUST** show proof of 3<sup>rd</sup> 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.
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/services 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 till 6.00pm.**

There will be entertainment in the park on Friday from 6.00pm to 11.00pm, and on Saturday till 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 By-law). 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 after 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 (RVs) 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 our website for program additions and updates.

4. All electrical cords, plugs, extension cords and panel connectors are to be heavy duty (eg 14gauge 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. 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) Their website is [www.esasafe.com](http://www.esasafe.com)

- 5. ALL FOOD VENDORS MUST** show proof of 3<sup>rd</sup> 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 Record Check** 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](http://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 \$100.00 non-refundable deposit is required by December 31<sup>st</sup>, 2019 to reserve your spot. All registrations must be finalized, and full payment made by April 12<sup>th</sup> 2020 in order for your business to be listed in the 2020 Official 57<sup>th</sup> 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 12<sup>th</sup>, 2020.**
- 14.** A \$100.00 discount is automatically applied on the application if full payment is received before April 12<sup>th</sup>, 2020 by PayPal, E-mail Money Transfer or Cheque (must be cleared by April 12<sup>th</sup>, 2020) Full prices are due from April 13<sup>th</sup> 2020 to May 9<sup>th</sup> 2020
- 15.** After May 9<sup>th</sup>, 2020 please e-mail us at [cobourggamesconcessions@gmail.com](mailto:cobourggamesconcessions@gmail.com) before applying for a spot.
- 16.** Your application will not guarantee you 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](mailto:cobourggamesconcessions@gmail.com)