



Northumberland Scottish Festival & Highland Games

Food Vendor Regulations



We invite you to participate in the 60th Northumberland Scottish Festival and Highland Games, scheduled for June 14th and 15th, 2024 at **Port Hope Agricultural Park**. The event will take place rain or shine.

Applications are currently being accepted for Food vendors. You can find the online application at www.northumberlandhighlandgames.ca

Please review the 2024 Regulations before completing your application to understand your responsibilities as a vendor at the Northumberland Scottish Festival and Highland Games.

1. Insurance

All Food vendors **must** show proof of Liability Insurance of \$2,000,000.00. A copy of the policy must be received by the Cobourg Highland Games Society no later than May 24, 2024.

2. Goods being Sold

- You must describe, in **detail**, what you will be selling as 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 and Tear Down

- Set-up will be allowed from 10.00 am on Friday, and on Saturday between 6.00 am to 8.00 am only.
- For pedestrian safety, vehicles are not permitted to enter or exit the grounds from 8.00 am till 6.00 pm.
- Teardown cannot take place until after 5.00 pm Saturday.

4. Municipal and Provincial Requirements

- Food vendors must complete a "Special Event Health Permit" and be pre-registered with the Haliburton-Kawartha-Pine Ridge Health Unit.
- Any food vendor not inspected by the Port Hope Fire Department cannot participate.

- Port Hope Fire Department will inspect **Food Trucks** for:
 - Record of T.S.S.A inspection.
 - Record of Health Unit Inspection.
 - Record of current kitchen suppression inspection.
 - Record of fire extinguisher annual and monthly inspections.
 - ABC extinguisher.
 - Class K extinguisher if cooking with grease.
 - Propane cylinders secured to prevent tip over and mechanical damage.
 - All records to be readily available for review by the fire inspector upon request.
- Port Hope Fire Department will inspect **Food Vendors not in a Truck** for:
 - No open flames under a tent.
 - Propane cylinders secured with mechanical damage protection.
 - Propane cylinders and generators shall not be located under a tent and shall not be located within a means of egress or path of travel.
 - Gas lines and electrical cords shall not be located in a means of egress or path of travel where they present a trip hazard.
 - Exits and means of egress shall be maintained at all times.
 - ABC extinguisher.
 - Class K extinguisher if cooking with grease.

5. At The Park

- Vendors are welcome to remain at the park until the entertainment concludes at 11:00 pm both Friday and Saturday night.
- The park is completely fenced, with paid security on site from 8.00 pm Friday to 6.00 am Saturday.

6. Parking

- There are free designated parking areas inside the park for vendors.
- Overnight dry camping is allowed for large vehicles (RVs) in the Corral section in the South Field. **Please contact us if you need to reserve a spot.** Otherwise, Victoria Park Campground (905-373-7321) is only 10 km away, however you should reserve a spot early, as it fills up quickly.

7. Payment

- A discount of \$100 can be included on your application if full payment is received by April 7, 2024. This discount does not apply if payment is made after April 7, 2024. If you've paid by cheque, the amount must have been cleared by April 7, 2024.
- You can make a \$100 deposit which will allow your business to be listed as a participant, but full payment must be made by May 12, 2024.
- If you want your business name to be included in the Official 2024 Northumberland Scottish Festival and Highland Games Program you must pay in full by April 7, 2024.
- Payment can be made by e-transfer, PayPal or cheque. Please make cheques payable to our legal name "Cobourg Highland Games Society".
- No refunds will be issued after April 30, 2024.
- Full prices are in place from April 8, 2024, to June 12, 2024.
- All NSF cheques are subject to a \$48.00 charge.

You can email your questions to us at northumberlandgamesconcessions@gmail.com

Check our website www.northumberlandhighlandgames.ca for the latest news on the Festival.

Please mail forms and make cheques payable to:

Cobourg Highland Games Society
PO Box 424,
Cobourg, ON
K9A 4L1