



## FOOD VENDOR INFORMATION & APPLICATION

Thank you for joining us in putting on the **2023 Kingsville Highland Games** at its new location in **Jack Miner Bird Sanctuary**. Please read the following information before completing your application.

### General Information

- The planning committee of the Kingsville Highland Games reserves the right to limit the number of vendors attending the Games and the types of items sold. Preference will be given to vendors that sell food items that are local or unique to Scottish or Celtic culture.
- Interested vendors should apply to the vendor committee using the Vendor Application Form. Deadline for applications is **May 1<sup>st</sup>, 2023**. Vendors wishing to withdraw from the event after applications have been approved must do so no later than **May 1<sup>st</sup>, 2023** if they wish to receive a refund. Payment in full is required with all applications. A \$50 fee will be charged on all N.S.F. cheques.
- The rental space for all vendors will include a maximum of 4 admission passes and one assigned parking pass. Additional admission passes will be sold at the set rate of \$20. These passes will be distributed when vendors arrive to set up.
- The week of June 19<sup>th</sup>, 2023, accepted vendors will receive an email containing a site map showing their assigned location, parking instructions, loading and unloading schedules. An in-park shuttle will be available for any attendees with mobility issues.
- If desired, vendor names and business information will be posted to our website as soon as vendors are accepted, and artwork is received.
- All Vendors are required to stay until after the Closing Ceremonies at 5pm, rain or shine.
- Cash floats and small change are the responsibility of the vendor(s) to arrange and manage.
- Vendors must provide their own tables, table coverings, decoration, lighting, extension cords & cover mats and sun/rain protection.
- Electrical hook-ups will be available on a limited basis. The connection will be **one 15 Amp outlet per vendor**. Additional outlets or higher amperage will require the vendor to supply their own generator. Gas generators are allowed only if they run quietly, and emissions do not become an issue to others. The committee of the Highland Games reserves the right to have vendors shut-down equipment that becomes a problem during the event.
- Dangerous, hazardous, or illegal items are NOT allowed at the Games. All electrical equipment and wiring used must conform to **Ontario Hydro Standards**, and it is the responsibility of the vendor to be compliant. The use of power other than that provided or the use of power more than that which is contracted is strictly forbidden. The booth will be inspected for compliance prior to opening and any electrical equipment that has not been pre- approved will be removed, without refund. All vendors

are responsible for ensuring their own hook-up to the power supply. Power outlets are 15amp maximum. Cooking is not permitted under tents.

- Vehicles are only permitted on the field for unloading and loading, with direction and accompaniment of a volunteer. Unloading will be facilitated from 2:00PM until 8:00PM Friday, June 23<sup>rd</sup> and from 7:00AM until 8:00AM Saturday, June 24<sup>th</sup>. Loading and removal of tents, etc., will take place after 6:00PM Saturday, June 24<sup>th</sup>. Overnight security is provided on June 23<sup>rd</sup> for the field and contents.
- Smoking of any substance is not permitted in Lakeside Park.
- Only **service** dogs are permitted on site.
- It is the right of the Kingsville Highland Games Committee to expel a vendor from the event.

#### **Insurance:**

All Vendors must provide insurance naming the Highland Games Committee and it's Volunteers and Jack Miner Bird Sanctuary as additional insured for an amount no less than \$2,000,000. Proof of insurance should be included with this application.

#### **Health & Safety:**

Food Vendors must comply with the Windsor-Essex County Health Unit (WECHU) Health and Safety Regulations which are outlined on their website at [www.wechu.org/food-safety/food-vendors-set](http://www.wechu.org/food-safety/food-vendors-set). Once written confirmation of approval has been received from the Highland Games Vendor Committee the Food Vendor must complete and submit a Food Vendor Application to the WECHU within 30 days of the Highland Games. This can be done on-line at the WECHU website at [www.wechu.org/food-vendor-application-form](http://www.wechu.org/food-vendor-application-form). Food Vendors must also have a proper fire extinguisher on-site that complies with Fire Code.

#### **Vendor Fees:**

There has been NO increase in vendor fees from last year.

10' x 10' space: \$200 + \$26 HST = **\$226**

10' x 20' space: \$300 + \$39 HST = **\$339**

#### **Payment Options:**

Payment can be made by cheque, credit card, or e-transfer.

U.S. Vendor fees must be paid using a money order in Canadian funds.

**Paying by cheque:** Please make your cheque payable to: **Jack Miner Bird Sanctuary.**

Cheques can be mailed or delivered with the Vendor Application Form and proof of insurance to:

**John Musselman**  
**Kingsville Highland Games Vendor Coordinator**  
**99 Laurel St,**  
**Kingsville, ON N9Y2B3**

**Credit card or e-transfer** payments can be made as part of the on-line application process.

E-transfers are to be made to [donate@jackminer.com](mailto:donate@jackminer.com)

Payment must be received to confirm your attendance and reserve your spot at the Kingsville Highland Games.



# Food Vendor Application Form

**Business Name \***

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**Contact Name \***

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**Phone number \***

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**Email Address \***

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**Street Address \***

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**Province/State \***

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**Size of Space Requested** (please check one)

☐ 10' x 10' space: \$200 + \$26 HST = \$226

☐ 10' x 20' space: \$300 + \$39 HST = \$339

**Some sites have 15amp/120V hydro available. Do you require hydro?**

Yes

No

**Are you planning on using a generator?**

Yes

No

**Please describe the menu and food items you plan to sell at the Highland Games**

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**None of the sites have water but there is a *portable* water source available (there is no hose providing potable water). Do you require access to this water source? \***

Yes

No

**Will it be necessary for you or your staff to enter and exit the parking lot throughout the day? \***

Yes

No

Explain

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**4 admission passes are provided with each space. If you require more than 4, they are available for \$20. How many additional tickets will you require?**

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Number of additional tickets required.

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**If your application is accepted, when do you expect to set up your booth space?**  
(Please check one)

☐ Friday, June 23 from 2-8pm

☐ Saturday, June 24 from 7-8am

**Please attach a copy of your Certificate of Insurance to this application.**

**Total Vendor Fees**

Vendor fees (\$226 or \$339)

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Extra Admission tickets (\$20/ea)

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TOTAL AMOUNT SUBMITTED with application

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**I have read and understand the above information and would like to apply as a food vendor**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_