

# Northumberland Diversity Festival 2024

## Food vendor Information and Terms and Conditions 2024

### BEFORE THE EVENT

#### Registration and Administration

1. Please submit the 'Vendor Application Form' online or in person at 600 William Street, Cobourg.
2. The application deadline is **Friday July 5, 2024**.
3. Please watch for event related emails from the organizing office.
4. The event will be open to the public, free of charge, from 9:00 AM – 9:00 PM.
5. If you are a food vendor, please be aware that our VOLUNTEERS will receive food and drink tickets for a certain dollar amount, if you collect these tickets from the volunteers, you will be reimbursed for the amount of those purchases by Northumberland County. A Cheque will be issued and mailed to you within 3 weeks of the event ending. Please make sure to count your tickets and fill the receipt provided in your package and handle to the volunteer in charge by 9:00pm.
6. The Gourmet Ethno-Food , Social Partners, Vendor List and Entertainment Schedule will be posted to the [www.diversitynorthumberland.ca](http://www.diversitynorthumberland.ca) website on the week of Monday, July 5 – If you wish to be recognized on this list, your application must be in by the deadline.

### ON THE DAY OF THE EVENT

#### Set-up

1. Please arrive at the Victoria Park, Church Street South on **Saturday, July 20<sup>th</sup>, 2023 by 8:30 AM to set up. Your truck must be set up and ready by 9:00am.** The event starts at 9:00 AM with the Citizenship ceremony at the Capitol Theatre.
2. When you arrive at the park, please check in at the Northumberland County tent and someone will provide you with a vendor package and show you to your designated parking location. *Please know that this is a fixed location and cannot be changed.*

#### During the event

1. There will be a Northumberland County Paramedic Ambulance on hand for emergencies during the event, likely they will be found at the Northumberland County tent near the stage. Please make sure you dial 9-1-1 if there is an emergency and notify Volunteers and Organizers of the situation.
2. Please keep your selling area clean. Regularly pick up all garbage left by your customers and help us provide a clean and safe environment for everyone attending the festival.
3. Please cooperate with all other groups. All participants have the same rights and all must comply with the terms and conditions of the event.
4. **Contribute to the environment! Please use only recycling/reusable containers.**

#### Tear-down

1. You must finish your activities by 9:00 PM after the events for the day conclude. The organizers and volunteers need time to prepare for the concert on Sunday July 21.
2. Please let our volunteers know in the morning if you are in need of assistance for your tear-down at the end of the day.

***Terms and Conditions are subject to change by the event organizer without notice.***

***The Organizing office will have the right to decline any application.***