



PO Box 91, Kenora, ON P9N 3X1

email: [info@harbourfest.ca](mailto:info@harbourfest.ca) website: [www.harbourfest.ca](http://www.harbourfest.ca)

### FOOD TRUCK REGISTRATION 2020

Harbourfest Inc. reserves the right to refuse any registration not received by the cut off dates stipulated. We also reserve the right to refuse any registration if we deem the food served as a duplication to already register and accepted Food Truck registrations. Our goal is to have a variety of food trucks to serve the public during our 3 night, 2 day event. Decisions on who will attend and what will be served are based on several factors including past attendance, and a need for a variety of different foods.

Food Trucks are located outdoors and must be self-contained and comply with requirements of the Northwestern Health Unit (NWHU). The form for the NWHU must be completed and returned to them for approval prior to the event. Also, please read the NWHU guidelines.

Kenora Bylaws require that all vendors have a City of Kenora Business Licence.

Vendors are required to display their NWHU approval and business licence.

The cost for the weekend is \$530.97 plus HST per Booth. **\*\*\*For a TOTAL of \$600.00\*\*\***

#### HOURS OF OPERATION:

Day 1 - Friday July 31st, 7:00pm to Saturday August 2nd at 1:00am,  
Day 2 - Saturday August 1<sup>st</sup>, 11:00am to Sunday August 2<sup>nd</sup> at 1:00am,  
Day 3 – Sunday August 2<sup>nd</sup>, 11:00am to Monday August 3<sup>rd</sup> at 1:00am.

All vendors will be required to open and close at the times listed above. There will be no exceptions without pre-approval. This is in accordance with Municipal Alcohol Policy and our requirements.

The Harbourfest committee reserves the right to determine the location of your booth, and the type of foods sold according to the information you provide us. Only those foods and refreshments agreed upon will be permitted.

Vehicle access to the Harbourfront area is restricted for safety reasons. Setup Friday starts at 6:00 PM and ends at 8:00 PM. Saturday and Sunday setup must be completed before 10AM. Restocking will be allowed Saturday and Sunday between 5:00 PM to 7:00 PM. For safety reasons all vehicles must be removed from the Harbourfront area according to these times. This rule will be strictly enforced. **VEHICLES NOT COMPLYING WILL BE TOWED WITHOUT WARNING AND AT OWNERS EXPENSE. A designated parking area will be provided in the Royal Bank Parking Lot.**

**CLEAN UP:** Please ensure that you have waste receptacles at your booth. All cardboard must be flattened; dry and kept separate from the garbage. Please issue a **separate cheque for a clean-up deposit in the amount of \$50.00**. If the area around your Food Truck is properly cleaned and free of litter at the end of the event, your cheque will be returned to you.



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**Important Electrical Notes:** No Halogen lights. You must provide your own three prong extension cords. One 15 amp outlet will be provided for light duty. More power may be available during the day but vendors requiring more than 15 amps must provide their own power source such as a generator. The site coordinator and site electrician reserve the right to unplug any vendor using in excess of the allotted 15 AMPS.

**Insurance:** All vendors must have proof of general commercial liability insurance with a minimum of 2,000,000.00.

**Advertising:** Food Truck owners must provide advertising materials including logos and images by April 1, 2020. Harbourfest Inc. reserves the right to use provided images in any and all advertising.

**Anyone not abiding by the rules will be asked to leave the event without refund of registration fee.**

If you have any questions, please email [heather@harbourfest.ca](mailto:heather@harbourfest.ca).

Please forward payment by April 1<sup>st</sup>, 2020. Cheques to be made out to Harbourfest Inc. and can be post-dated to July 1<sup>st</sup>, 2019.

Please completed the attached form and return by email to [heathermacmurphy@harbourfest.ca](mailto:heathermacmurphy@harbourfest.ca) upon receipt to confirm your participation. Complete one form per Food Truck if you are bringing more than one.

Heather MacMurphy  
Harbourfest Chair 2020