

Cobourg Waterfront Festival 2026 - Lions Waterfront Marketplace Vendor Application

We are thrilled to welcome vendors back to the Cobourg Waterfront Festival in 2026! With the event's growing popularity, we expect a high demand for vendor spaces. Please read the following information carefully and complete your application to be part of this exciting event.

Festival Dates

- Saturday, June 27
- Sunday, June 28
- Monday, June 29
- Tuesday, June 30 (*Note: The Lions tent will be closed on this day, but carnival rides and vendors can remain open. Food vendors must stay on-site to avoid requiring a new permit and inspection. Security will be provided.*)
- Wednesday, July 1 (*Canada Day*)

Special Event: We will also be hosting a Craft Beer Event on June 26th - details coming soon!

Vendor Application & Payment Deadline

All applications, permits, and payments must be completed by May 1, 2026. Payments received after May 1st will incur a \$100 penalty.

Payment Options

- E-Transfer to lionswaterfront2026@gmail.com
- ***(Please include your business name in the payment comments)***
- Certified Cheque or Bank Draft (*No personal cheques accepted*)
- Visa or Mastercard (*subject to a 3% service charge*)

We look forward to another great event in 2026!

2026 Lions Club of Cobourg Marketplace Committee

- Lion Ron Wiebe
- Lion John Bell 416-904-9081

2026 Lions Marketplace Vendor Application Form

Vendor Name:

Business Name:

Previous Business Name (if different):

Street Address:

City/Town: _____

Postal Code: _____

Business Phone: _____

Cell Phone: _____

Briefly Describe Your Products:

IMPORTANT: To ensure fairness and avoid duplication, the Lions Marketplace may ask vendors to remove products not disclosed in their application or that duplicate another vendor's offerings. The goal is to provide a diverse and profitable event for all.

Is this your first time at the festival?

Yes ☐

No ☐

Rental Fees

- Charitable Organization (10' x 10' Booth): \$280 + \$36.40 HST = \$316.40
- Food Vendor: \$1,300 + \$169.00 HST = \$1,469.00. includes Hydro
- Corporate Vendor: \$800 + \$104.00 HST = \$904.00

Additional Space:

If you need a side entrance, extra space can be rented at \$35 per linear foot (plus HST).

Available Booth Sizes:

- 10' x 10': \$350 + \$45.50 HST = \$395.50
- 10' x 20': \$350 + \$45.50 HST = \$395.50
- 20' x 20': \$700 + \$88.40 HST = \$791.00

Electrical Power

- Power Availability: Limited 15-amp outlets are available for \$50 (includes HST).
☐ ☐ Yes, I require power
☐ ☐ No, I do not require power

New Vendors

- No payment should be made until your acceptance is confirmed. Once accepted, you will receive instructions on how to proceed with payment. Credit card details submitted before confirmation will not be processed.
- New Vendor Administration Fee: \$40.00 including HST

- Booth Availability: You will be notified of booth availability after May 1st.
- **Vendor Setup & Operation Hours**
- Setup: June 26, 8:00 AM - 8:00 PM
- Festival Hours: June 27 to June 29 (optional add on June 30)
- Canada Day (July 1): The festival will continue through Canada Day, with the midway open until the evening.

Booth Operation Hours: Vendors must be open from 10:00 AM to 6:00 PM each day. You may stay open longer if you wish. *Canada Day, no vehicles are allowed in the park until after the fireworks are finished.*

Vendor Check-In & Setup Details

- Vendor Check-In: Vendors can check in and receive booth assignments at the Lions Tent at Victoria Park. Check-in will be available from 8:00 AM to 6 PM on June 26th. Ron Wiebe can be found at the Lions tent.
- Booth Setup: Booths must be set up by 8:00 PM on June 26th. All vehicles must be removed from the park by 8:00 PM on setup day. A 20-minute drop-off window will be available at designated areas before parking.

Food Vendor Requirements & Town of Cobourg Permit

Food vendors must apply for a Cloud Permit through Experience Cobourg as part of the Town of Cobourg's regulations. The permit fee for food vendors is \$150, and this will be charged directly by the Town of Cobourg.

Steps to Apply for Your Food Vendor Permit:

1. Visit cloudpermit.ca to apply for your food vendor permit through the town Cloud Permit System.
2. Complete the application and submit necessary documents
3. Pay the permit fee of \$150
4. Health Inspections: All food vendors must comply with local health regulations and will be inspected by Lakelands Public Health Food Inspectors before the event. If the inspection is failed, the vendor will not be permitted to operate.
5. TSSA: All food vendors will be inspected by TSSA inspectors. If the inspection is failed, the vendor will not be permitted to operate.
6. Fire Safety: Vendors must have fire extinguishers and other safety equipment on hand as per local fire codes. This will be inspected by both the Town of Cobourg and the festival organizers. Note: Deep-fat frying is not permitted unless inside a licensed food truck. Deep fat frying WILL NOT be permitted outside under any circumstances.
7. Once your permit is approved, send a copy of it to the Lions Club of Cobourg to complete your application.

Food Vendor Requirement:

Food vendors are required to remain on-site for the entire duration of the event, from June 27 through Canada Day. **If you leave on June 30, you will not be permitted to return for Canada Day.**

Waste Disposal & Recycling

Vendors are responsible for keeping their booth areas clean. Garbage and recycling stations will be provided. All waste, including food waste and packaging, must be disposed of in the appropriate bins. Vendors must remove all trash from their booths at the end of each day.

Security & Emergency Protocols

- Security: Security will be provided 24/7 during the event. Please contact security personnel or the event coordinator for any emergency or assistance.
- Emergency Contact: If immediate assistance is required, call John Bell at 416-904-9081 or speak with a security officer.

Vendor Code of Conduct

To ensure a positive environment at the festival, we ask all vendors to adhere to the following:

- Professionalism: Vendors must treat fellow vendors, festivalgoers, and event staff respectfully and professionally.
- Booth Presentation: Vendors must maintain clean and visually appealing booths.
- Compliance: Vendors must adhere to all event rules and local laws.
- Products & Signage: Offensive, discriminatory, or political products or signage are not permitted. The Lions Club reserves the right to remove any vendor in violation.
- Alcohol & Smoking: Alcohol consumption is only permitted in designated areas. There is no smoking anywhere in the park. Vendors must follow these guidelines.

Payment Summary

- Booth Rental: \$ _____
- New Vendor Fee (if applicable): \$ _____
- Hydro: \$ _____ Includes HST
- 3% Credit Card Fee (if applicable): \$ _____
- Total Payment: \$ _____

Payment Method

- E-Transfer: Date of Transfer: _____
- Include business name
- _____
- To lionswaterfront2026@gmail.com
- Certified Cheque/Bank Draft: Yes
- MasterCard/Visa (Card #): _____
- Expiry: _____
- CVV: _____

Vendor Signature & Submission

Vendor Signature: _____
Print Name: _____

Date: _____

Post-Festival Feedback

Vendors will receive a feedback survey after the festival. Your input helps us improve future events for all involved.

Mail completed form to:
Lions Canada Day Celebration
157 Elgin Street East
Cobourg, Ontario K9A 1A1
Attention: Ron Wiebe / John Bell

OR email your completed form to lionswaterfront2026@gmail.com