



Kingsville Highland Games 2019
Committee Meeting
November 20, 2019

Committee Members:

Doug Plumb	Pat Reid-Crichton
Bob Stafford	Kimberly DeYong
Leni Nelson	Don Noels
Tom Omstead	Helen Noels
Gord Queen	Barry Wilson
Beth Riddiford	Regrets – Ray Silvius
Doug Robinson	

Doug's Report:

Revised Budget - The Town requested that I submit a revised budget for the Highland Games. Several adjustments were made and submitted.

Athletic Events - contact has been made with Celine Gibb. Request of \$2,032 to run the events

- The Town needs insurance - working with the Town to secure a policy
- This group will work with students from the elementary school for participation
- We need to supply Cabers - for men 19' at 90-110 lbs, for women 15' at 60-80 lbs.
- We need to supply them with a fork-lift that goes 19' high min to 35' max
- Possible tug-of-war competition with local police/fire

PPBSO - Contract is being negotiated for Grades 5-3, Solos, and drums.

Conference call was held with PPBSO President, Secretary and Doug on November 13

- Contract is based on Embro Games - 12 max cap on bands.
- Contracts need to be signed by the end of January
- A lot of unknowns ... mileage, etc. Max \$16,000

Received From PPBSO:

As per our teleconference last night, below is the Professional solo prize money, band prize money and band travel that Embro Highland Games currently offers. Embro contract as an outline of the expectations of both the PPBSO and the Games Committee:

#1 – Professional solo events included

k) PRIZE MONEY – PROFESSIONAL SOLO EVENTS

The Committee shall pay the following prize money to the winners of the Professional Solo Events.

The Committee shall deliver cheques for each of the following events, to the Administrator of the PPBSO, or his/her designate, by 9:00 a.m. on the day of the Games. Said cheques shall be completed in their entirety, other than the Payee, which shall be left blank. The PPBSO shall complete the name of the Payee on each cheque prior to releasing same.

EVENT	1st	2nd	3rd
Professional March – Piping	65.00	50.00	40.00
Professional S/R – Piping	65.00	50.00	40.00
Professional Jig – Piping	65.00	50.00	40.00
Professional Piobaireach – Piping	70.00	55.00	45.00
Professional M/S/R – Snare Drum	65.00	50.00	40.00
Professional H/J – Snare Drum	65.00	50.00	40.00
Professional Solo Bass Drum	45.00	35.00	25.00
Professional Tenor Drum	45.00	35.00	25.00
Professional Drum Major	45.00	35.00	25.00

m) BANDS – PRIZE MONEY

The Committee shall pay to the winning bands in the band competition, prize money as per the following:

GRADE	1st	2nd	3rd
Grade 3	\$800.00	\$700.00	\$500.00
Grade 4	\$700.00	\$600.00	\$500.00
Grade 5	\$425.00	\$250.00	\$200.00

Total Prize Money;

Solos - \$1,260.00

Bands - \$4,675.00 = \$5,935.00

n) REIMBURSEMENT FOR BAND TRAVEL EXPENSE

The Committee shall pay to each and every band that participates in the First and Second

Massed Bands, save and except those bands that were exempted from the First Massed Bands by the PPBSO by reason of their position of play in the Band Competitions, an amount in accordance with the following scale, based on distance traveled, one way, from their home base as registered with the PPBSO, to the Games site:

00 - 50 KM \$ 175.00	301 - 400 KM \$ 445.00
51 - 100 KM \$ 265.00	401 - 500 KM \$ 500.00
101 - 200 KM \$ 325.00	501 + KM \$ 525.00
201 - 300 KM \$ 385.00	

The amount paid out in travel is totally dependent on the # of bands that enter and where they travel from.

The above amounts are over and above payment to the PPBSO, which covers the following;

	Approx. Cost
Adjudicators – Full time	\$1,200.00
Adjudicators – Part time	\$ 315.00
Adjudicators mileage	\$1,030.00
Adjudicators accommodation	\$ 450.00
Administration mileage	\$ 825.00
Administration accommodation	\$ 340.00
Chief Steward	\$ 200.00
Stewards – Full & Part time	\$ 700.00
Drum Major	\$ 125.00
Duty Band	\$ 100.00

These are only approximate costs.

Entertainment - MudMen - Contract needs to be signed. Was submitted to Park's and Rec to confirm. As of Nov 18th, follow-up has not been made. Doug assured them that we will require their services. They will hold the date until the new year.

SERT - for the 5k Run submitted - Meeting at 10:00AM on Nov 20th
-SERT revisions will be made for the main event as well

Mayor's Haggis Hurl - Great idea from Cindy Silvus. Debbie Wallace has agreed to run the event.

Posters - the first run of posters were printed and distributed to local vendors. Posters will be updated and distributed periodically.

Parade from Legion - PPBSO does not want the bands to participate for various reasons. Essex-Kent Regiment will be approached to march-in the Colour Guard from the Legion during opening ceremonies.

Trophies - Large sword to be purchased and mounted with laser-cut logo. To be displayed locally. Medals will need to be supplied for solo players.

Clans - an attempt was made to include the “Avenue of the Clans.” This group wanted us to provide tents and tables. Other groups have been contacted through - Clans And Scottish Societies of Canada - (CASSOC). Hopefully another group will contact us.

Town Criers - Wanted \$2,500 for them to participate. Declined.

Master of Ceremonies - Jim Crichton from CTV has volunteered. Accepted!

Recycling - Nick Lamoureux - local person who has developed a shredding machine for the purpose of recycling plastics.

- will provide a demonstration booth.

Atelier Lamoureux: Plastic Recycling Proposal

Concept:

Collect all single-use disposable plastic items from the Highland Games event and create long-term use items with the plastic.

Procedure:

1) Create plastic waste containers for disposal of specific types of plastic:

Water bottles: polyethylene terephthalate (PET) (Recycling Number 1)

Plastic cutlery: polystyrene (PS) (Recycling Number 6)

Red solo cups: polystyrene (PS) (Recycling Number 6)

Bottle caps: polypropylene (PP) (Recycling Number 5)

Additional plastic items to be determined.

2) Sort unsorted plastic into the types above to ensure as much plastic waste as possible is recycled.

3) Clean and dry (as best as can be done) the collected plastic.

4) Shred the plastic and sort the shredded plastic into type and colour.

5) Create new long-term use items from the shredded plastic through an extrusion machine, an injection machine or a compression machine (depending on the long-term item).

Needs:

1) 220v power supply.

2) Water supply for rinsing plastic items.

3) Drying racks (to be built by me).

4) A procedure for collection of items (to be determined).

5) A table / chair to display some promotional items and information.

Results:

Reduction in plastic waste going to the landfill and the potential to discuss alternative recycling methods with those who are interested. Beyond that, the potential to create something for long-term use from the shredded plastic (to be determined).

Lee Valley - might be interested in having a booth and host their wood-carving club
- presentation will need to be given later next month.

Town Website – No report.

Kimberly DeYong's Report:

- Discussion re: wrist bands and admission procedures. A protocol will be developed
- Discussion re: time slots for volunteers. How long will each shift be? Decided that for now, volunteers will be asked to sign for AM or PM. Details will be developed.
- Protocol for handling money was discussed. Doug will consult with Ryan McLeod.

Don & Helen Noels Report:

Kingsville Highland Games.

June 22, 2019

Vendor Space

Rental Plan

Objective:

To generate revenue for the Highland Games while enhancing the experience of those attending.

Strategy:

Encourage local businesses, community organizations, artisans and individuals to participate in the Highland Games by renting space to promote and sell their products and services.

Vendor Space Rental Description:

There are two types of vendor spaces available for rent: Food Vendor and Merchandise Vendor. Most spaces have 120V electrical outlets.

All are a minimum of 10 feet by 10 feet, larger areas may be available upon request. Parking will be available and may be permitted on site but must be requested in advance.

Spaces will be assigned after approval of Vendor applications and will be available to the Vendors from 4pm, June 21st until 6pm, June 22nd, 2019. Overnight security will be provided.

Space rental includes posting of Vendor information on the Highland Games website if received by May 1st, 2019. Each space comes with 2 admission passes.

The fee for a Vendor space is \$250 with a \$50 discount if paid prior to March 5th, 2019.

Vendor Space Rental Guidelines:

Vendors must attend their space for the full duration of the Highland Games, rain or shine.

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 design, manufacture and sell items that are local, unique to the Celtic culture, and having value to visitors.

Vendors will be required to apply to the planning committee using the application forms on the town website. Application and payment must be made by April 2nd, 2019 but an early bird discount will be given to those who apply and pay by March 5th, 2019. Payment must be made in full and there will be a \$50 charge for NSF cheques.

Refunds will not be given for withdrawal from the event after May 1st, 2019.

Payment can be made by: cheque; credit card (Visa or Mastercard) on the application, over the phone or in person; and cash and debit in person only. US Vendor fees must be paid using a money order in Canadian funds.

Approved vendors will receive a package containing a site map showing their assigned location, parking instructions, loading and unloading schedules, and two admission passes.

Vendor vehicles will be permitted on the site for unloading from 4pm until 8pm, June 21st, 6:30am to 8:30am June 22nd, and loading after 6pm June 22nd, with direction and accompaniment of a volunteer. Vendors must provide their own sun/rain protection, tables, table coverings, cash floats, small change. All electrical equipment and wiring must conform to Ontario Hydro Standards including extension cords. Gas generators may be permitted, application must be made in advance.

All vendors must provide insurance naming the Highland Games Committee and volunteers and the Town of Kingsville as additional insured for an amount no less than \$2,000,000. Insurance may be purchased through the Town of Kingsville office for \$51.84 for Food Vendors and \$27 for Merchant Vendors. Proof of liability insurance must be provided.

It is anticipated that 8-10 Food Vendors will be recruited. All Food Vendors must have a proper fire extinguisher on site that meets Fire Code. When a Food Vendor has been approved by the Vendor Committee they will be notified and then must complete and submit a Food Vendor Application to the Windsor-Essex County Health Unit.

Completed vendor applications, proof of insurance and payment should

be made to: Kingsville Parks and Recreation
c/o Highland Games 2019 – Vendor Application
1741 Jasperson Lane
Kingsville, ON N9Y 3J4

Vendor Application Approval Process:

All Applications and payment will be received at the Kingsville Parks and Recreation office or on the Kingsville.ca website and will be date and time-stamped upon receipt. All applications will be collected each Friday for review by the Vendor Space Rental committee. Any missing information will be followed up and then a decision will be made regarding acceptance or denial of the application during the following week. Notice of the committee's decision will be given to applicants in writing. When all spaces have been allocated a wait list will be kept and applicants will be added to it if desired.

The process for Food Vendors is more complex and will be as follows:

Step 1 – Potential Food Vendors complete a Highland Games Food Vendor Application, pay the required fee and either provide a certificate of insurance or purchase insurance through the town.

Step 2 – When a Food Vendor has been approved by the Vendor Committee they will be notified and then must complete and submit a Food Vendor Application to the Windsor-Essex County Health

Unit. <https://www.wechu.org/food-vendor-application-form> A complete list of Food Vendor set-up requirements is available at: <https://www.wechu.org/food-safety/food-vendors-set>

Step 3 – Once the list of approved Food Vendors has been finalized, the Highland Games organizing committee must submit a Special Event Organizer Application to the WECHU. A list of all Vendor Committee approved food vendors, copies of their signed applications and a site plan showing all required information must be included with the application.

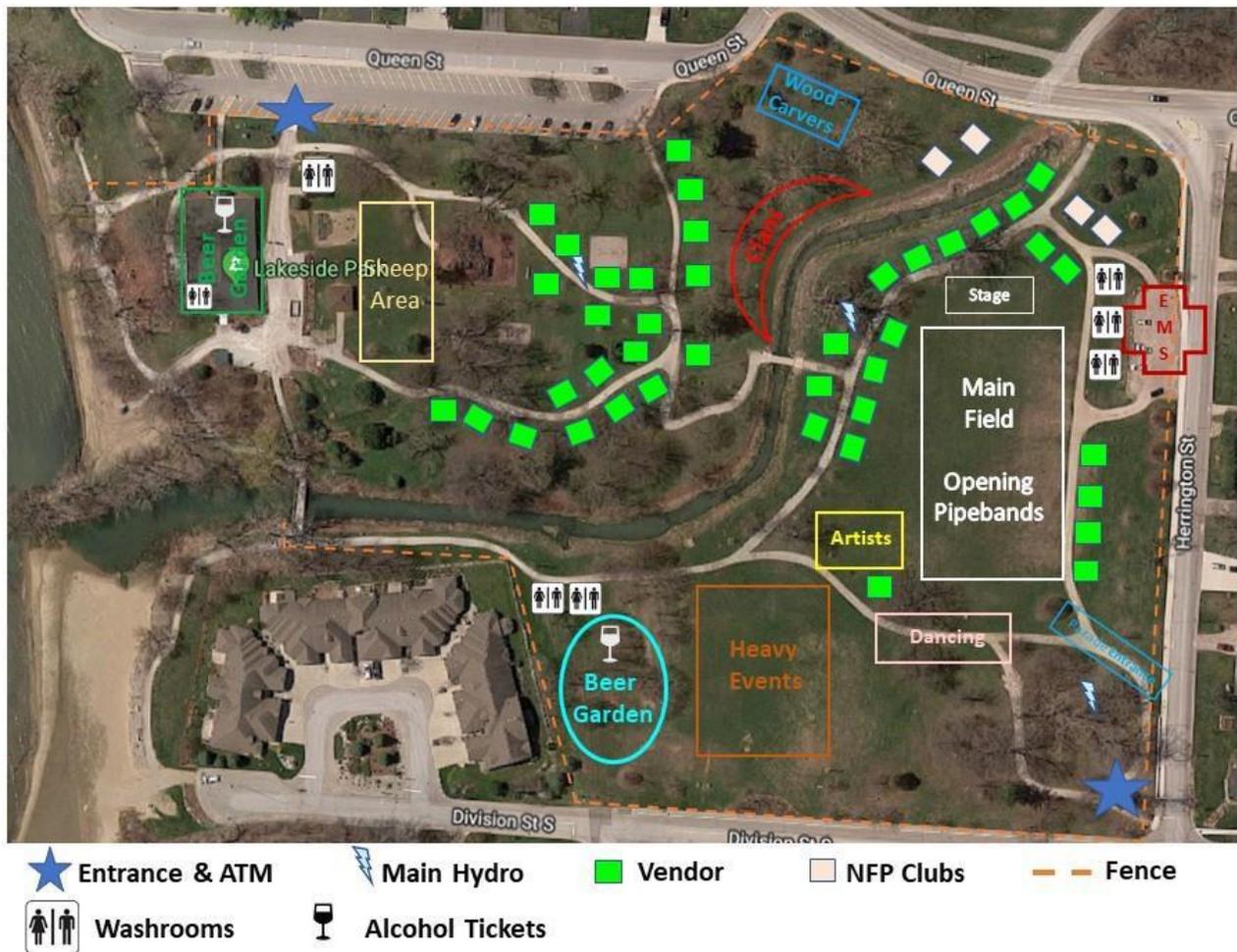
<https://www.wechu.org/special-event-organizer-application-form>

Vendor Space Allocation:

Vendor Space locations will be allocated at the sole discretion of the committee. A tentative site plan has been developed and is being modified as needed. Potential Vendor locations have been identified and will be confirmed once the areas have been measured properly. There are approximately 40 spaces available that have electrical outlet access. It is expected that food vendors will be located near the pavilion as there are picnic tables and washroom facilities in that area as well as main hydro box access. More vendor spaces may be allocated pending finalization of the overall site plan by the committee.

Currently there are 6 spaces allocated for use by Service Clubs and other Not for Profit groups who have volunteered their services to the committee. These will be assigned by the chairperson and more space will be assigned if needed and available. Interest has been expressed thus far by the Sunparlour Curling Club who are providing free on-ice advertising and volunteers for set-up day at the games.

Additionally, an area roughly 40-foot x 40-foot has been set aside for the use of a consortium of local artists who will be exhibiting and selling their work. The contact there is Bob Lynch - 3bobandlinda3@gmail.com – 519-733-5586. They will need to provide proof of insurance and each artist will receive an admission pass.



Vendor Procurement Plan:

Food Vendors:

Applications have been distributed by the chairperson to:

Tasty Treats – Kim Hawco – candy apples, pretzels, lemonade etc. - 226-627-4048

The following groups and organizations will be approached:

Eat, Drink, Dine Kingsville – Troy Loop (Jack's)

86'd Catering – Anthony DelBrocco (Mettawas) – 519-733-2459

License to Sear – 519-400-8573

Rob's Curbside to Go – 519-733-2288

Scotty's BBQ catering - 519- 995-6742

Kingsville BIA

Service Clubs: Lions Club – Fred Cross – lionfred@hotmail.com; Optimist Club – 519-733-4579 – optdave@hotmail.com; Knights of Columbus – 519-733-5282; Rebekah's – 519-733-2876

Brit Boys Fish and Chips, Blenheim – 519-784-1928

Smothered Spuds – Belle River

Pizza

Merchant Vendors:

Applications have been distributed by the chairperson to:

Luanne Ribble – luanneribble01@gmail.com – Coaster Creations

D Day Wear – ddaywear.ca

Discussions are already underway with the following potential vendors:

Woodcarvers Association of Ontario – potential 40-foot x 20-foot tent with 10 carvers, possibly sponsored by Lee Valley. Chairperson is handling.

Cedar Island Yacht Club – Paul Cairoli. Committee to follow up on initial contact made to chairperson.

Dutch Boys Chocolate, Kingsville. Joanne Plumb is handling.

Visits will be made to local events and/or their websites to scout vendors whose products might fit with the Vendor Guidelines. In addition the following merchant vendors will all be approached:

Kingsville BIA membership

Junk Whisperer – junkwhisperer.com

Duncan's Celtic & Medieval Stonework Sculpture – 705-445-7995

Burnett's & Struth Scottish Regalia - 1 877 828 3232

Ben Bhraggie House - 519- 364-6805 – Piping and pipe band accessories, kilts, Scottish clothing etc.

Ruach Crafts - 416-398-4359 – Celtic cross-stitching and jewellery.

Hall of Names - 416- 786-5342 - Surname Historical Scrolls with Family Coat of Arms; Swords & Daggers.

Tartan Teddies – ddurning@cogeco.ca - Teddy Bears custom clothed with specific clan tartans and pins.

Celtic Fair - 519.941.8029 – silver celtic jewellery

Sassenach - (705) 994-2711 – clothing

Macfie's Wizard Shop - macfies@macfies.com

TA Tartan Accents - tartanaccents@gmail.com

Blimeys - 226-787-1244 British Store and Gift Shop, Harrow

Maggies Kilts for Tiny Tots

Thistledown Glasswork

Steel Appeal – 519-890-9037 – laser steel home and garden accents

Colleen Campbell – Stoney Point – Shortbread

J and J Temple Photography and More

Original Blend Pottery - (548) 888-4663

Dzandzalas Metal and Woodwork - 519-437-8991 – custom signs, plaques etc.



Kingsville Highland Games

**Saturday, June 22nd,
2019**

**9am to
6pm**

**Lakeside Park, Kingsville,
ON**

www.kingsville.ca

2019

Vendor Enquiries - Phone:519-733-0089- E-mail:kiltedgoose@bell.net

Back at last! Hosted by the Town of Kingsville, the Kingsville Highland Games will once again grace the north shores of Lake Erie in a celebration of Scottish and Celtic culture. Last held here in 1987, the Kingsville Highland Games attracted more than 6000 visitors.

Beautiful! Lakeside Park provides the backdrop for the skirl of the bagpipes, the triumphant roars of the caber tossers and the spirited exuberance of the lithe and energetic highland dancers. And so much more

- Opening Parade and Mass Pipe bands
- PPBSO sanctioned piping and drumming competitions
- Athletic Heavy Event competitions
- Highland Dancing
- Kilted Skm run or walk
- Sheep dogs and sheep shearing
- Kids Events – tug of war, heavy events
- Town Criers of Ontario Annual Competition
- Clan Gathering
- Local Artisans Exhibition
- Wood Carving demonstrations
- More than 40 local and Celtic themed concessions
- Tickets: \$20, kids 12 and under free
- Evening ceilidh with The Mudmen - separate entrance ticket - \$10

Vendor Application Forms are now being accepted on a first-come first-served basis.

Preference will be given to vendors that design, manufacture and sell items that are local, unique to the Celtic culture, are interesting and have value to visitors. Food vendors must submit a copy of an approved application certificate from the Windsor Essex Health Unit with their vendor application. Application Forms are available from the Vendor Committee (contact information listed above), the Town Office and at kingsville.ca. Spaces are 10' x 10' with electricity and rent for \$250. There is an early-bird discount of \$50 if application is received by March 5th, 2019. There are 40 spaces available. The Vendor Committee reserves the right to limit the number of Vendors attending the Highland Games and the types of items sold.

Merchandise:

- Quotes will be received for T-shirts and other items to sell at a booth for the Games.

Barry Wilson's Report:

- A meeting was held with Barry, Doug, Pelee Island Winery and the three local micro-breweries
- All have committed to running beer/wine sales during the day and during the evening pavilion entertainment. We supply the tent and the pavilion. They will supply the product, staff, cooler truck and ice.
- We will develop a protocol for selling tickets using SMART serve volunteers. – Identification process to be developed using colour coded and numbered wrist bands.
- The Town will provide the license.
- One small beer tent – for sales only, will be located in the lower bowl of the park.
- Brewers have agreed to brew a beer together and dedicate it to the Games.
- Brewers agreed to an 80/20 split on beer sales.
- Agreements with the winery will be discussed at a later time.
- A reception for volunteers, sponsors and participants is being investigated. The Windsor Police Pipe Band has volunteered to pay for the event to be held the evening before the Games. Doug will report on this when details become known.

Beth Riddiford's Report:

- Beth received a donation from Chartwell Retirement for bottled water.
- Window displays in the Town will be promoted through the BIA

Pat Reid-Crichton's Report:

- The Highland Dancers are being organized through "Event Bright"
- Volunteers will be recruited by "Event Bright."
- Sponsors for the Dance have been approached.
- Construction of a stage is being investigated.

Tom Omstead's Report:

- 1. We are now "live" with registration and off to the races!
- Here's the link for the online registration page:
- <https://raceroster.com/events/2019/19857/kingsville-kilt-charity-run>
- Our FB page: <https://www.facebook.com/KingsvilleKiltRun>

- I've attached the latest version of the registration brochure. A few people still prefer paper. The Town has printed off some and helping us to distribute.
- 3. The key things we want people registering to know about the Kilt Run are:
- * it's part of the Highland Games on June 22, 2019 and registrants get a FREE daytime entry to Highland Games (\$20 value);
- * registrants can choose to walk, run or wheelchair (we will accommodate wheelers if the hill at the finish poses a barrier);
- * 5k-ers must wear kilts or tartan pattern clothing. We are working on programs to help Kilt them up;
- * \$10 from each 5k registration fee (\$5 from registrants 12 yrs and under) goes directly to support our charities: the Kingsville Historical Park Museum and the Neighbourhood Charitable Alliance; and,
- * \$10 from each 5k registration fee (13 yrs and older) goes directly to support the Highland Games
- We think that by contributing funds to the Highlands Games for things that we would have had to arrange anyways (OPP, EMS, porta johns) the Kilt Run is helping the Highland Games by defraying part of its cost and bringing untold numbers of Celtic hordes and their friends (kilted & tartan-ed) to it - in a way most people can directly participate - and in a way that gives directly back to the community. In this regard, we are already getting a lot of positive attention & support from the region's walking & running community. Our partners WRACE and RACEROSTER think we'll attract a lot of people.
- Kim DeYong is helping us with finding Traffic Course Marshal Volunteers. We are still looking for 13 TCM. Please let Kim know if you are available and interested in volunteering to help with the race. You'll be done by noon.
- Doug Plumb is helping us with the SERT (Emergency Response) application. The race course is the safest 5k route around. Most follow roads in part. Ours doesn't. Instead it's 100% on multiuse trails and pathways - crossing only 3 streets where there will be Traffic Control Marshals. It proudly showcases the developing Active Transportation System in Kingsville - which is making it one of the most liveable communities in the area.
- We haven't nailed down the post-race food & refreshments, event t-shirt or event kilts. These may be other items where we can combine our efforts.
- Tom has sourced a supplier for kilts at a cost of \$35. The committee agreed that this was a great price and to order.

Gord Queen's Report:

- Discussion initiated by Doug Plumb re: lack of development of Town's webpage.
- SERT for the 5K run was discussed. Several changes were made. Details will be outlined in a copy of the SERT. To be distributed at a later date.

Doug Robinson's Report:

- Sheep Sheering event may not happen – difficult to find a sheep shearer.
- Sheep Herding – scheduled. 3-4 demonstrations during the day will take place.

ADJOURNED – 10:00 PM