



# VICTORIA HIGHLAND GAMES

## FOOD CONCESSION INFO, RULES & REGULATIONS

### LOCATION:

- The **72<sup>nd</sup> Victoria Highland Games & Celtic Festival** takes place May 16<sup>th</sup> and 17<sup>th</sup> 2009 at its new location of **Topaz Park** in the City of Victoria. (Blanshard and Finlayson). This location is 3 times the size of our previous venue in 2007 and is more centrally located. Last year was a welcome change.

### REQUIREMENTS:

- The VHGA reserves the right to limit the number and type of food concessions attending the Games weekend. Contact Adele McLean at [delilama@shaw.ca](mailto:delilama@shaw.ca) before submitting your application.

### DEADLINE:

- Food concession applications **must be** submitted by **Sunday May 3, 2009**.

### VENDOR FEES:

- The VHGA fee for Food Concession Vendors is **15% of gross sales revenue**. Following the event, please send a cheque for 15% of your gross sales along with a detailed breakdown of your total gross sales for each to VHGA, 2952 Henderson Road, Victoria, BC V8R 5M3 before May 22, 2009. Make the cheque payable to the Victoria Highland Games Association or VHGA.
- This fee includes the site space and **two admission passes for the day(s) you are attending**. Tables may be ordered for a rental fee of **\$10.00** each per day and chairs will be provided free of charge (the number of chairs required must be indicated on application form). Additional admission passes may be ordered with application at a cost of \$8.00 each for Saturday and \$8.00 each for Sunday.
- There is a clean-up fee of \$25.00 if area is not cleaned at the end of the day.
- Upon receipt of application form and fees, a map of the site and parking area as well as admission passes will be forwarded on to you. Food concession names will also be included in the program and on the VHGA website.
- **NOTE: A verification certificate from the Vancouver Island Health Authority (VIHA) is required for your business to operate at Topaz Park. Please submit this certificate with the application form by May 3, 2009 (Note: VIHA is requiring 30 days to process forms). You may get the VIHA form directly from VIHA or contact Adele McLean at [delilama@shaw.ca](mailto:delilama@shaw.ca) for a copy of the VIHA form.**



## VENDORS RESPONSIBILITIES DURING THE EVENT

- ❑ Vendors must be prepared to **attend** their space for the **full duration** of the Games.
  
- ❑ **Set-up time** is the afternoon of May 15 or the morning of May 16 or May 17, 2009 is from 6:30 am to 8:30 am. Overnight security is provided for the field and contents.
  
- ❑ **Vehicles are NOT permitted on the field and must be unloaded and parked in the lot by 8:00 am on May 16 or 17, 2009.** Vendors may park in the lot nearest the vendor site; however, these spaces are provided on a **first come first serve** basis. Contact Adele McLean at [delilama@shaw.ca](mailto:delilama@shaw.ca) if you require your concession unit to be brought onto the field site any other way than being walked onto field.
  
- ❑ **Cash flow** is the responsibility of the vendor.
  
- ❑ Vendors must provide their own table coverings and **sun/rain protection**.
  
- ❑ Vendors are responsible for **removing their garbage**.
  
- ❑ **No parking** in loading area, vehicle must be moved once unloaded/loaded.
  
- ❑ **No dangerous, hazardous or illegal items** are allowed at the Games.





# VICTORIA HIGHLAND GAMES FOOD CONCESSION APPLICATION FORM

Please return this page with your payment to:  
VHGA, Concession Registration  
2952 Henderson Road  
Victoria, BC V8R 5M3

**DEADLINE FOR APPLICATION IS MAY 3, 2009.**

**Business Name:**

\_\_\_\_\_

**Business License Information:**

\_\_\_\_\_

**Contact Name:**

\_\_\_\_\_

**Address:** \_\_\_\_\_

**Postal Code:** \_\_\_\_\_

\_\_\_\_\_

**Phone #:** ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

**Email:**

\_\_\_\_\_ @ \_\_\_\_\_

**Please provide a brief description of the food and/or beverage you will be selling:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Day attending (May 16 and/or May 17)** \_\_\_\_\_

**Please provide the size of site/area for your concession that you will require" ie; 10'x10'; 10'x20'**

\_\_\_\_\_

**Please list what types of resources would be required for your product (e.g. Potable Water, Power - electric generator (no gas generators allowed), Refrigeration)**

\_\_\_\_\_

**Number of tables:** \_\_\_\_\_ x \$10.00 per day = \$ \_\_\_\_\_

**Number of chairs required:** \_\_\_\_\_ FREE

**N/C**

**Extra passes:** \_\_\_\_\_ x \$8.00 (Saturday) = \$ \_\_\_\_\_

\_\_\_\_\_ x \$8.00 (Sunday) = \$ \_\_\_\_\_

**TOTAL ENCLOSED:** \$ \_\_\_\_\_

Please make your cheque payable to: Victoria Highland Games Association or VHGA.

**WAIVER:**

I have read and understand the rules and regulations and wish to be a vendor at the Victoria Highland Games & Celtic Festival. I hereby for myself, my heirs, executors, and assigns waive and release any and all rights and claims I may have for damages against the Victoria Highland Games Association, its agents or representatives for any injuries which may be suffered by me during the Highland Games & Celtic Festival sponsored by said Association and/or any function related to the Highland Games & Celtic Festival.

**Signature:** \_\_\_\_\_  
**2009**

**Dated:** \_\_\_\_/\_\_\_\_/\_\_\_\_