



155th VICTORIA HIGHLAND GAMES

May 19, 20 and 21, 2018

FOOD CONCESSION INFORMATION

DATES	May 19, 20 and 21, 2018
HOURS	The festival will run daily from 8am to 7pm on Saturday and Sunday and from 9am to 5pm on Monday.
LOCATION	Topaz Park , Victoria, BC (corner of Blanshard St and Finlayson St)
CONTACT	Douglas Adams (douglasncadams@yahoo.ca) Phone: 250-370-2742 (after 5pm) To ensure your email is answered promptly, please add " Food Concession: " to the subject line.

IMPORTANT: The **Victoria Highland Games Association [VHGA]** reserves the right to **limit the number of food concessions** attending the Games.

CONCESSION FEES The VHGA fee for Food Concessions is **15% of gross sales revenue excluding GST & PST⁽¹⁾**.

ADDITIONAL FEES/ RENTALS available on first-come-first-serve		Per Day (1 or 2 Days)	3 Days
	Tent (10ft x 10ft) (no walls provided)	\$25	\$75
	Table (each)	\$10	\$30
	Chairs ⁽²⁾	FREE	FREE
	Clean-up fee ⁽³⁾	\$25	\$25

(1) Your FOOD CONCESSION FEE already includes 4 passes for the duration of your contract. Additional passes at 50% discount are available **ONLY** if requested with your application. Additional passes at the day of the event will be charged at the normal rate (see website for ticket prices).

(2) Please indicate the number of chairs required in your application form.

(3) A clean-up fee will be charged at the end of the event **IF** your area is not cleaned. If you know in advance that you won't be able to clean up your area, you can include this fee in your application. This will help us prepare for the end of the event.

PAYMENT Following the event, please send a cheque⁽⁴⁾ for 15% of your gross sales (excluding taxes) and additional fees, **no later than May 31, 2018**, along with a detailed breakdown of your daily gross sales to: VHGA, Food Concession Payment, 22-909 Carolwood Drive, Victoria, BC, V8X 3T9.

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

(4) IMPORTANT: a \$25 fee will be charged on all N.S.F. cheques.

FIRST TIME FOOD CONCESSIONS If you were not a food concession in the 2017 games, we encourage you to contact us via the **Food Concession Information Form** on the website before applying. Preference will be given to returning food concessions and the ones committing to all three days of the festival.

HOW TO APPLY If you are a returning food concession or if you have been accepted as a new one, please fill in the **Food Concession Application Form** below. Upon receipt of the **Food Concession Application Form**, a package containing a map of the site with parking areas, and an initial entry pass will be provided.

APPLICATION DEADLINES Food Concession Application Forms **MUST BE RECEIVED** by **Friday, April 27th, 2018**

(5) Food Concession withdraw **MUST BE COMMUNICATED** by Friday, May 4th, 2018



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SET UP **Friday**, May 19th, from 4pm until 6pm.
Saturday/Sunday/Monday from 7am to 8:30am.

NOTE: Overnight security is provided for the field and contents.

VERY IMPORTANT!

A verification certificate from Island Health (VIHA) is required for your business to operate at Topaz Park. Please submit this certificate with the application form by April 27, 2018 (Note: Island Health is requiring 30 days to process forms). You may get the form directly from Island Health website.

LOADING

- Vehicles are only permitted on the field for unloading, **with permission from the field director**, and must be unloaded by 8:30 am on May 20th & 21st.
- Food concessions may park their extra vehicles, free of charge, at SJ Willis School, at the end of Glasgow Street.
- **No parking** in loading area. Small trailers can be permitted next to concession with agreement with the Coordinator.

RIGHTS AND RESPONSIBILITIES

- All fees are non-refundable.
- As schedule allows, food concession names and menus will be included in our website and in the program.
- Food concessions must be prepared to **attend** their space for the **full duration** of their agreed contract.
- **Cash flow** and small change are the responsibility of the food concession.
- Food concessions must provide their own table coverings, decoration and **sun/rain protection**. Tents can be rented (without walls).
- Food concessions are responsible for **removing their garbage**. There will be a \$25 fee for cleaning sites after the games.
- **Gas generators** are **NOT** permitted **without prior permission**.
- **Dangerous, hazardous or illegal items** are **NOT** allowed at the Games.

FOOD CONCESSION SELECTION / DISCLAIMER

Preference will be given to food concessions that:

- prepare, produce and sell items that are local to the Pacific North West and are unique, value-for-money and will interest our visitors.
- include catering for vegetarians and offer gluten-free meals
- commit to all 3 days of the event.
- are returning food concessions.

The **Victoria Highland Games Association [VHGA]** reserves the right to **limit the number of food concessions** attending the Games and the **types of items sold**.



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FOOD CONCESSION APPLICATION FORM

DEADLINE FOR APPLICATION IS APRIL 27, 2018

ATTENTION: please be advised that your application **DOES NOT GUARANTEE** your presence as a Food Concession at the games. Only upon receiving your application will we send you a confirmation that your spot has been secured.

Business Name:			
Business License Information:			
Contact Person:			
Full Address (w/postal code):			
Phone #:	(____) ____-____	Email:	

Please provide a brief description of your menu items and offerings:

Please provide a brief description of your equipment, required area, and special needs, including water, gas, and electricity:

Other requirements: Area req. (ft.): _____ (length) x _____ (width) Additional Trailer? Yes Water: Yes

	<input type="checkbox"/> 1 day	<input type="checkbox"/> 2 days	<input type="checkbox"/> 3 days	TOTAL
Days attending	<input type="radio"/> Sat <input type="radio"/> Sun <input type="radio"/> Mon	<input type="radio"/> Sat <input type="radio"/> Sun <input type="radio"/> Mon	<input checked="" type="radio"/> Sat <input checked="" type="radio"/> Sun <input checked="" type="radio"/> Mon	
# of Tents	_____ x \$25 per day	_____ x \$25 per day	_____ x \$25 per day	\$ _____
# of Tables	_____ x \$10 per day	_____ x \$10 per day	_____ x \$10 per day	\$ _____
# of Chairs	_____ x FREE	_____ x FREE	_____ x FREE	FREE
Power (# of outlets)	_____ (15A/110V) x \$15 per day per outlet	_____ (30A/220V) x \$25 per day per outlet	_____ (40A/220V) x \$30 per day per outlet	\$ _____
Grand Total				\$ _____

WAIVER:

I have read and understand the rules and regulations and wish to be a food concession 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: _____ **Dated:** ____/____/2018