



# 154<sup>rd</sup> VICTORIA HIGHLAND GAMES

May 20, 21, and 22, 2017

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## MERCHANDISE VENDOR INFORMATION

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**DATES**            **May 20, 21, and 22, 2017**

**HOURS**            The Festival will run 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**        Kathryn Dougherty ([kathryn\\_d@rogers.com](mailto:kathryn_d@rogers.com)) Phone: **613-614-1694**  
To ensure your email is answered promptly, please add "**VENDOR:**" to the subject line.

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

VENDOR FEES <sup>(1)</sup>	Per day (1 or 2 Days)		3 Days
	10" x 10" space <sup>(1)</sup>	\$70	\$170
10" x 20" space <sup>(1)</sup>	\$140	\$320	
Tent (10ft x 10ft) (no walls provided)	\$25	\$60	
Table (each)	\$10	\$20	
Chairs <sup>(3)</sup>	FREE	FREE	
Clean-up fee <sup>(4)</sup>	\$25	\$25	

(1) The rental of space includes 2 admission passes. Additional passes are provided at discount rate.

(2) Admission 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)

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

(4) 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.

**FIRST TIME VENDORS**    If you were not a merchandise vendor in the 2016 games, we encourage you to contact us through the **Merchandise Information Form** on the website before applying. Preference will be given to returning vendors and vendors who commit to all three days of the festival.

**HOW TO APPLY**            If you are a returning vendor or if you have been accepted as a new vendor, please fill in the **Merchandise Vendor Application Form** below, enclose a cheque<sup>(5)</sup> for the total amount and mail it to the address present at the bottom of the form.  
Upon receipt of the **Merchandise Vendor Application Form**, a package containing a map of the site with parking areas, and an initial entry pass will be provided.

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

**APPLICATION DEADLINES**    Vendor application forms **MUST BE RECEIVED by Friday, April 28<sup>th</sup>, 2017<sup>(6)</sup>**

(6) Vendor withdraw MUST BE COMMUNICATED by Friday, May 5<sup>th</sup>, 2017.



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### SET UP

**Friday**, May 19<sup>th</sup>, from 4pm until 6pm.

**Saturday/Sunday/Monday** from 7am to 8:30am.

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

### LOADING UNLOADING PARKING

Vehicles are only permitted on the field for unloading, **with permission from the field director.**

Vendors may park their vehicles, free of charge, at SJ Willis School, at the end of Glasgow Street.

Golf-carts and volunteers will be available to help you move your products from the loading/unloading area to your site, on a first come first serve basis.

**No parking** in loading area, vehicle must be moved once unloaded/loaded.

### RIGHTS AND RESPON- SIBILITIES

All fees are non-refundable

As schedule allows, vendors' names and business will be included in our website and in the program.

Vendors 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 vendor.

Vendors must provide their own table coverings, decoration and **sun/rain protection**. Tents can be rented (without walls).

Vendors are responsible for **removing their garbage**. There will be a \$25 fee for cleaning sites after the games.

**Gas generators** are **NOT** permitted.

Electric power is **NOT** available to vendors.

**Dangerous, hazardous or illegal items** are **NOT** allowed at the Games.

### VENDOR SELECTION / DISCLAIMER

Preference will be given to vendors that design, manufacture and sell items that are local to the Pacific North West and are unique, interesting and will have value to our visitors.

Preference will be given to vendors that commit to the 3 days of the event.

Preference will be given to returning vendors.

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## MERCHANDISE VENDOR APPLICATION FORM

**DEADLINE FOR APPLICATION IS APRIL 28, 2017.**

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

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

Please provide a brief description of your product(s) or services:

Please let us know of any special requirements you might have:

	1 day			2 days			3 days			TOTAL
	Sat	Sun	Mon	Sat	Sun	Mon	Sat	Sun	Mon	
<b>Days attending</b>										
<b>Site 10ft x 10ft</b>	1 x \$70 = \$70			2 x \$70 = \$140			1 x \$170 = \$170			\$ _____
<b>Site 10ft x 20ft</b>	1 x \$140 = \$140			2 x \$140 = \$280			1 x \$320 = \$320			\$ _____
<b># of Tents</b>	____ x \$25			____ x \$50			____ x \$60			\$ _____
<b># of Tables</b>	____ x \$10			____ x \$20			____ x \$20			\$ _____
<b># of Chairs</b>	____ x FREE			____ x FREE			____ x FREE			FREE
<b>Grand Total</b>										\$ _____

Please make your cheque payable to: **Victoria Highland Games Association** or VHGA.  
For U.S. Vendors: fees must be paid using either a money order in Canadian funds, or a cheque in U.S. funds. Please return this page with your payment to the address to following address:

**ATTN: Kathryn Dougherty  
VHGA Vendor Registration  
205-566 Yates Street  
Victoria, BC, V8W1K8**

### 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:** \_\_\_\_\_  
\_\_\_\_\_/ 2017

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