

161st VICTORIA HIGHLAND GAMES

May 18 and 19, 2024

MERCHANDISE VENDOR INFORMATION

DATES May 18 and 19, 2024

HOURS The Festival will run from **8am to 8pm** on Saturday and **8am to 4pm** on Sunday

LOCATION Topaz Park, Victoria, BC (corner of Blanshard St and Finlayson St)

CONTACT Angus Macpherson email:(cairnview.angus@gmail.com) Phone: **(778) 533-7283**
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 **types of items sold**.

| VENDOR FEES ⁽¹⁾ | | 1 Day | 2 Days |
|----------------------------|---|-------|--------|
| | 10ft x 10ft space ⁽¹⁾ | \$100 | \$195 |
| | 10ft x 20ft space ⁽²⁾ | \$200 | \$390 |
| | Tent (10ft x 10ft) (no walls provided) | \$60 | \$120 |
| | Table (each) | \$15 | \$30 |
| | Chairs ⁽³⁾ | FREE | FREE |
| | Clean-up fee ⁽⁴⁾ | \$35 | \$35 |

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

(2) **Maximum of 4** admission passes at 50% discount is 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 VENDOR Applicants Please contact us through the **Merchandise Information section** on the VHGA website before applying. Preference is given to returning vendors and vendors that commit to 2 full 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⁽⁵⁾ 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 indicating designated parking areas, and initial entry pass or passes will be provided.

(5) IMPORTANT: a \$45 fee will be charged on all N.S.F. cheques.

APPLICATION DEADLINES Vendor application forms **MUST BE RECEIVED** by **Friday April 26, 2024⁽⁶⁾**

(6) Vendor withdrawal **MUST BE COMMUNICATED** on or before Friday, April 26, 2024.

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SET UP

Friday, May 17, from 12pm until 6pm. Please indicate preferred time slot.
Saturday/Sunday, from 7am to 8:30am only on May 18 and 19.

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

LOADING UNLOADING PARKING

Vehicles are NOT permitted on the field for unloading. **Assistance with direction and accompaniment of a volunteer from the field director** can be provided and must be unloaded by 8:30am on both Saturday & Sunday, May 18 and 19. Vendors may park their vehicles, free of charge, at SJ Willis School, at the end of Glasgow Street. Tent location will be provided in program guide. Parking is subject to availability on a first come first serve basis.

Golf-carts and/or ATVs and volunteers will be available to help you move your products from the loading/unloading area to your site. Please check in with VHGA director.

No extended parking is allowed in the loading area. Your vehicle must be moved once you have unloaded/loaded.

RIGHTS AND RESPON- SIBILITIES

All fees are non-refundable.

Vendors' names and business contact info or e-cards will be posted to our website and printed in the program provided information is provided before the posted cut-off for advertizing. Vendors must be prepared to **attend** their space for the **full duration** of their commitment.

Cash floats and small change are the responsibility of the vendor(s) to arrange and manage.

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

Vendor(s) are responsible for **removing their garbage**. A \$35 charge will be invoiced to vendor(s) who leave garbage behind after the Games.

Gas generators are **NOT** permitted.

Electric power is **NOT** available to merchandise 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 2 days of the event.

Preference will be given to returning vendors.

Reservations are on a first come first serve basis secured by a **non-refundable payment** in full being **received by the registrar, on or before Friday April 26, 2024** and is subject to availability of space at the time of registration.

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MERCHANDISE VENDOR APPLICATION FORM

DEADLINE FOR APPLICATION IS APRIL 26, 2024

ATTENTION: The VHGA thanks all Vendor registrants in advance for ensuring this application is completed in full. This application is for advance registration only and **DOES NOT GUARANTEE** acceptance as a Merchandise Vendor at the games until all conditions including payment is met and confirmed by return email.

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

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| Please let us know of any special requirements you might have: |
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|--|-------------------------------------|--|-------------------------------------|
| Please indicate your preferred time slot for set-up on Friday May 17, 2024: | | | |
| <input type="checkbox"/> 12pm to 3pm | <input type="checkbox"/> 3pm to 5pm | | <input type="checkbox"/> 5pm to 6pm |

| | 1 day (d) | | | 2 days (d) | | | | TOTAL |
|-------------------------|---------------------|-----|-----|----------------------|-----|-----|--|----------|
| Days attending | Sat | Sun | Mon | Sat | Sun | Mon | | |
| Site 10ft x 10ft | 1d x \$95/d = \$80 | | | 2d x \$95/d = \$190 | | | | |
| Site 10ft x 20ft | 1 x \$170/d = \$160 | | | 2d x \$170/d = \$340 | | | | |
| # Of Tents (10 X 10) | _____ x 1d X \$60/d | | | _____ x 2d X \$120/d | | | | |
| # Of Tables | _____ x 1d X \$15/d | | | _____ x 2d X \$10/d | | | | |
| # Of Chairs (4 maximum) | _____ x FREE | | | _____ x FREE | | | | FREE |
| Grand Total | | | | | | | | \$ _____ |

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:

**VHGA Vendor Registration CO/
#203- 2535 Cadboro Bay Rd.,
Victoria, BC, V8R 5J1**

WAIVER:

I have read, understand and agree to abide by the forgoing terms, including all municipal by-laws and regulations in effect as a condition of being accepted as a merchandize 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: _____ Dated: __/__/2024