

# 155<sup>th</sup> VICTORIA HIGHLAND GAMES

May 19, 20 and 21, 2018

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## MERCHANDISE VENDOR INFORMATION

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**DATES**            **May 19, 20 and 21, 2018**

**HOURS**            The Festival will run from **8am to 7pm** on Saturday and Sunday,  
and from **8am to 5pm** on Monday.

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

**CONTACT**        Angus Macpherson ([cairnview.angus@gmail.com](mailto:cairnview.angus@gmail.com)). Phone: **250-883-1838** (*after 5pm*)  
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 <sup>(1)</sup>		
	Per day (1 or 2 Days)	All 3 Days
10" x 10" space <sup>(1)</sup>	\$80	\$195
10" x 20" space <sup>(1)</sup>	\$160	\$390
Tent ( <b>10ft x 10ft</b> ) (no walls provided)	\$50	\$120
Table (each)	\$10	\$30
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) **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 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 27<sup>th</sup>, 2018**<sup>(6)</sup>

(6) Vendor withdrawal **MUST BE COMMUNICATED** on or before Friday, May 4th, 2018.

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### SET UP

**Friday**, May 19<sup>th</sup>, from 2pm until 6pm. Please indicate preferred time slot from 2 to 6pm

**Saturday/Sunday/Monday** from 7am to 8:30am 19<sup>th</sup> and 20<sup>th</sup>, and 7:00am to 9:30am 21st

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

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### LOADING UNLOADING PARKING

Vehicles are only permitted on the field for unloading, **with direction and accompaniment of a volunteer from the field director**, and must be unloaded by 8:30 am on Saturday May 19, Sunday May 20th & by 9:30 am on Monday May 21st

Vendors may park their vehicles, free of charge, at SJ Willis School, at the end of Glasgow Street. Location will be provided in program guide. Subject to availability on a first come first serve basis

Golf-carts and or ATV's and volunteers will be available to help you move your products from the loading/unloading area to your site.

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

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### RIGHTS AND RESPON- SIBILITIES

All fees are non-refundable

Vendors' names and business 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, decoration and **sun/rain protection**. Tents can be rented (without walls).

Vendor(s) are responsible for **removing their garbage**. A \$25 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.

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### 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,.

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 27<sup>th</sup> 2018 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 27, 2018.**

**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:	

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

  
  

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

  
  

Please indicate your preferred time slot for **set-up on Friday May 19, 2018:**

2pm to 3pm     
  3pm to 4 pm     
  4pm to 5pm     
  5pm to 6pm

	1 day (d)			2 days (d)			3 days (d)			TOTAL
	Sat	Sun	Mon	Sat	Sun	Mon	Sat	Sun	Mon	
Days attending										
Site 10ft x 10ft	1d x \$80/d = \$80			2d x \$80/d = \$160			3d x \$65/d = \$195			\$ _____
Site 10ft x 20ft	1 x \$160/d = \$160			2d x \$160/d = \$320			3d x \$130/d = \$390			\$ _____
# Of Tents (10 X 10)	_____ x 1d X \$50/d			_____ x 2d X \$50/d			_____ x 3d X \$40/d			\$ _____
# Of Tables	_____ x 1d X \$10/d			_____ x 2d X \$10/d			_____ x 3d X \$10/d			\$ _____
# Of Chairs (4 maximum)	_____ 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:

**VHGA Vendor Registration**  
**C/o 2424 Lincoln Road**  
**Victoria, BC, V8R 6A4**

**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: \_\_/\_\_/2018\_\_