

162nd VICTORIA HIGHLAND GAMES

May 17th and 18th, 2025

MERCHANDISE VENDOR INFORMATION

DATES May 17th and 18th, 2025

HOURS The Festival will run from **8am to 6:30pm** on Saturday and **8am to 4pm** on Sunday

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

CONTACT Samantha Jones email: (vhgamerchandise@gmail.com)
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		\$110
10ft x 20ft space ²		\$235	\$430
Tent (10ft x 10ft) (no walls provided)		\$70	\$135
Table (each)		\$17	\$35
Chairs ³		FREE	FREE
Clean-up fee ⁴		\$40	\$40

(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 purchased on 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 Submitting the application **DOES NOT** guarantee your presence at the games. We strive to diversify the options given to our patrons, both in Food Concessions and Merchandise Vendors. Preference is given to returning vendors and vendors that commit to 2 full days of the festival.

HOW TO APPLY Please fill in the **Merchandise Vendor Application Form** below. We will review your application and respond via email whether your application has been accepted or denied for the 2025 Victoria Highland Games. Please allow some time for a response. We will contact you whether accepted or not.
Once accepted you will be sent an invoice with your fee to be paid by the date indicated. Cheques⁵ can be made out for the total amount and mailed it to the address present at the bottom of the form.

APPLICATION DEADLINES 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.

Vendor application forms **MUST BE RECEIVED** by **Friday April 18th, 2025⁽⁶⁾**

(6) Vendor withdrawal **MUST BE COMMUNICATED** on or before Friday, April 18th, 2025 to receive a full refund.

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SET UP

Friday, May 16th: from 12pm until 6pm. Please indicate preferred time slot.

Saturday/Sunday May 17th and 18th: from 7am to 8:30am only. Vendors arriving after that time may be unable to load into the event.

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. Vendors may park their vehicles, free of charge at SJ Willis School at the end of Glasgow Street. Parking is subject to availability on a first come first serve basis. Tent location will be provided in program guide (space permitting).

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 (space permitting) provided information is provided before the cut-off for advertising. 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 \$40 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 18th, 2025** and are subject to availability of space at the time of registration.

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MERCHANDISE VENDOR APPLICATION FORM

DEADLINE FOR APPLICATION IS APRIL 18th, 2025

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:	

Were you a vendor at the 2024 Victoria Highland Games?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Special Requirements:

Please indicate your preferred time slot for set-up on Friday May 16 th , 2025:			Saturday May 17 th , 2025
<input type="checkbox"/> 12pm to 3pm	<input type="checkbox"/> 3pm to 5pm	<input type="checkbox"/> 5pm to 6pm	<input type="checkbox"/> 7am to 8:30am

	1 day (d)		2 days (d)	TOTAL
Days attending	Sat	Sun		
Site 10ft x 10ft	\$110		\$215	
Site 10ft x 20ft	\$235		\$430	
# Of Tents (10 X 10)	_____ X \$70		_____ X \$135	
# Of Tables	_____ X \$17		_____ x \$35	
# Of Chairs (4 maximum)	_____ X FREE		_____ X FREE	FREE
			Grand Total	\$ _____

In the body of your application email please include a brief description of your product, as well as any links to websites or photos of your products. We will review your application and respond via email whether your application has been accepted or denied for the 2025 Victoria Highland games. Please allow some time for a response.

We will contact you whether accepted or not.

Once accepted you will be sent an invoice with your fee to be paid by the date indicated. Payments can be made by cheque or EFT.

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, assign 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: __/__/2025