



61st Annual Colorado Highland Games

September 20 & 21 2025

Meg Stern, Vendor Coordinator

2025 Vendor Information

Dear Friends:

The 2025 Colorado Highland Games (formerly known as the Colorado Highland Games) will be held at the Denver Polo Club, 6359 Airport Road, Sedalia, Colorado 80135.

We are welcoming applications for Vendor booth space. Please understand that we cannot guarantee booth space to all who apply.

Application DEADLINE: **August 22, 2025**

ELIGIBILITY

To be eligible to be a vendor at the Colorado Highland Games, you must sell merchandise from or representative of the British Isles, Scotland, Ireland, England, or Wales.

BOOTH INFORMATION AND FEES

Information

Your booth must be open during the entire Games. You may choose to remain open during the Saturday evening concert at your discretion.

Saturday: 9:00am to 5:00pm (Concert until 9:00pm. Games grounds close 9:30pm)

Sunday: 9:00am to 4:00pm

Your tent should have a good roof, frame and stakes &/or weights that can withstand high winds, rain, hail, and other inclement weather as the Front Range weather in Colorado can be fickle!

Booth Fees:

Fees for Open Space Using Your Own Tent	Merchandise	Food
10' x 10' Open Space (100 square feet)	\$140.00	
10' x 20' Open Space (200 square feet)	\$280.00	\$400.00
20' x 20' Open Space (400 square feet)	\$560.00	\$700.00

Electricity: There is no electricity available for vendors. If you need power for your booth, you may bring your own power source. Generators will be subject to inspection by the Fire Marshal and require additional space considerations. Please let us know if you plan to bring a generator.

INSURANCE

EVERY VENDOR MUST SUBMIT a Certificate of Liability Insurance with the Colorado Highland Games listed as an Additional Insured. This certificate should be submitted with your payment and signed Vendor Agreement and absolutely **MUST** be in my hands by **Monday, September 1, 2025**, or you will not be permitted to set up on the Games grounds. We have partnered with ACT Insurance for vendors to purchase the necessary liability insurance at a discount. Artisan/Craft vendors, please visit: <https://app.actinsurance.com/events/11398>. Food vendors, please visit: <https://app.fliprogram.com/events/11399>

LIABILITY

- While the Games grounds will be patrolled at night, Vendor accepts responsibility for all lost or stolen merchandise or equipment.
- Vendor accepts all responsibility, liability, and costs for any damage to booth, to customers, to the Games, to the Denver Polo Club, and to the environment.

TAXES

The sales tax rate is 4.00% (Colorado Sales Tax, 2.90%; Douglas County, 1.00%, SCFD, 0.10%; Sedalia, 0.00%). All vendors are responsible for filing and submitting their own sales tax returns and payments.

PAYMENT DEADLINE

The ENTIRE payment due (including charges for additional equipment) along with the signed Vendor Agreement and Proof of Liability Insurance must be received no later than **Monday September 1, 2025**.

Preferred payment method is to pay through the on-line registration.

All check payments should be made payable to **Colorado Highland Games** and mailed to:

Meg Stern

832 Altair Drive, Littleton, CO 80124

Payment, signed Vendor Agreement, and Insurance Certificate should be mailed to me at the address shown above.

CANCELLATIONS

Cancellations are to be sent to me in writing either via Email or U.S. Postal Service and must be received by me prior to **August 10, 2025, for a full refund of money** you've already paid. Cancellations received by August 25, 2025, will be refunded 50%.

Cancellations received after August 16, 2025 will not be refunded.

VENDOR DOCUMENTS

All of your required Vendor documents – confirmation, maps etc. - will be emailed to you prior to the Games.

SET-UP

Set-up on Friday, September 19, 2025 will be from 9:00am to 5:00pm. You may also set up on Saturday morning beginning at 6:00am. We will be at the Games site between 9:00am and 5:00pm on Friday and beginning at 7:00am on Saturday. All set up must be completed, and your vehicle parked the general parking area, by 8:00am on Saturday morning.

I strongly encourage you to set up on Friday as things are very hectic and congested on Saturday morning and the Games venue is very compact.

VEHICLES

Vendor vehicles may be temporarily parked in your booth area for unloading and reloading. Once you've unloaded, you'll be directed to the general parking area.

PETS

ONLY DBI REGISTERED DOGS ARE ALLOWED at the festival. DBI rules and registration information can be found [HERE](#).

QUESTIONS

Please direct all inquiries to: vendors@scottishgames.org or by calling

Meg Stern

720-454-4103

We encourage you to read through this packet and complete the attached **Registration Form** as soon as possible to reserve space for the 2025 Games. **The deadline for registration is August 22, 2025 at 4:00pm Mountain Time.** Registrations and additions/changes received after that time will be subject to a 20% late fee. Please understand that due to limited space we cannot guarantee booth space to all who apply.

We look forward to your participation in the success of the 61st Annual Colorado Highland Games!



PLEASE KEEP THIS INFORMATION FOR YOUR FILES

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2025 Vendor Registration Form

Must be received by August 22, 2025

E-mail to: vendors@scottishgames.org

10' x 10' Open Space (100 Square Feet)	\$140.00
10' x 20' Open Space (200 Square Feet)	\$280.00
20' x 20' Open Space (400 Square Feet)	\$560.00
10' x 20' Food Space	\$400.00
20' x 20' Food Space	\$700.00
TOTAL:	\$ _____

Electrical: There is no electricity available for vendors. If you need power for your booth, you may bring your own power source. Generators will be subject to inspection by the Fire Marshal and require additional space considerations. Please let us know if you plan to bring a generator.

Group/Business Name:	Contact Person(s):
Phone #'s:	Email address:
Person On-Site at Event (if different):	
Mailing Address:	
<p>Type of set up: <i>Vendors will be expected to provide their own tent. <u>The Games will not provide tent rentals.</u></i></p> <p> <input type="checkbox"/> Tent only <input type="checkbox"/> Trailer <input type="checkbox"/> Truck <input type="checkbox"/> Combination </p> <p>Please tell us the actual length and width of unit/setup and how much space is required:</p>	
<p>Electrical Requirements and Special Needs: There is no electricity available for vendors. If you need power for your booth, you may bring your own power source. Generators will be subject to inspection by the fire marshal and require additional space considerations. Please let us know if you plan to bring a generator.</p>	

COLORADO HIGHLAND GAMES

VENDOR TERMS & CONDITIONS

ONCE ACCEPTED INTO THE COLORADO HIGHLAND GAMES, I AGREE:

A. To hereby release and forever discharge Colorado Highland Games, The Denver Polo Club and its officers and agents. All sponsoring organizations, and their directors, officers, employees, agents and volunteers from any responsibility, personal liability, claims, loss or damages arising out of or in conjunction with my application and participation in the Colorado Highland Games. The Colorado Highland Games will not be responsible for any injury sustained by artists, vendors or guests while within space designated for the aforementioned, including the sale of all products or services occurring at such booth space. I agree to pay for all damages that may have been caused as a result of the operation of my booth, sale of my products or of any of my other actions at the Colorado Highland Games. I further agree to store my products, merchandise, and/or art at my own risk without exception or limitations.

B. To supply my own tent(s) along with all necessary equipment and tables and chairs for my products. Additionally, vendors must take precautions to prevent damage to the grass and polo fields, including using protective barriers under all equipment as required by CHG.

C. To comply with all representations of this application and with all of the conditions and deadline set forth in the informational letter sent me upon acceptance into the Colorado Highland Games. I Further agree that if I do not comply with such representations or conditions, nor meet all requirements, I may not be allowed to operate that day of the Games and I would forfeit all entry fees.

D. To attach a certificate of insurance representing a minimum of \$2,000,000 per occurrence and \$5,000,000 aggregate liability, listing the Colorado Highland Games and Denver Polo Club as additional insured, or to complete an indemnity form provided by event organizers upon request.

E. To leave my space as I found it, properly disposing of trash and all waste products within the components made available by the Colorado Highland Games and removing all my equipment in a timely manner at the conclusion of the Games. I agree to pay for any expenses that Colorado Highland Games may have incurred as a result of my not fully cooperating with the Games organizers. Failure to comply with event cleanup, waste disposal, or departure policies will result in a minimum penalty of \$500. Additional charges may apply for excessive damages or non-compliance, subject to review by event organizers. Vendors will be notified in writing before penalties are assessed.

F. To use my best efforts to present high quality products and services and to cooperate with Games organizers in assuring the Colorado Highland Games will be the best possible.

G. Should an Act of God/terrorism/Mother Nature/or Community Disaster occur, Colorado Highland Games staff will make all decisions regarding the Games based on safety first. In such an event, organizers will make every effort to reschedule or adjust vendor arrangements. Vendors will be notified via email and the event website. Colorado Highland Games cannot accept the risk of disaster for everyone. Each participant and vendor needs to accept the risk of his or her entry fee. There will be NO REFUNDS.

The money paid is spent developing the event. Colorado Highland Games does not save money if you do not participate in the event. Colorado Highland Games has ordered and is liable for every supply, rental and services needed for the event, regardless of the outcome. These costs include but are not limited to paying for marketing, entertainments, permits, event staff, offices and administration costs all year.

I have read, understand and will comply with all rules and regulations as outlined in this application. Additionally, I acknowledge that my participation is subject to CHG's approval and that my vendor details may be submitted to the Denver Polo Club as part of event planning requirements.

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2025 Vendor Agreement

In consideration of the total amount paid upon registration approval, the St. Andrew Society of Colorado/Colorado Highland Games (“Lessor”) hereby agrees to lease to Lessee, certain space located at The Denver Polo Club (“the Space”), set aside for vendors of the Colorado Highland Games (“the Games”). Lessee’s sole purpose of leasing the Space is to purvey merchandise and/or services.

The term of the lease shall be from 9:00 a.m. MDT on Friday, September 19, through 4:00 p.m. MDT on Sunday, September 21, 2025.

It is understood and agreed that the Space leased by Lessee shall be occupied only by Lessee. Lessee may not sublet any portion of the Space leased to Lessee.

It is also understood and agreed that Lessee’s status is that of an independent contractor, not that of an agent, employee, volunteer or member of Lessor.

Lessor will describe more fully to Lessee the Space to be provided to Lessee on or before Friday, September 19, 2025. Lessor reserves the right to assign or modify booth locations at its discretion to accommodate space constraints, safety concerns, or event layout changes. All property in conjunction with the Space, with the exception of fixtures leased to Lessee by Lessor, is deemed to be in the care, custody and control of Lessee.

Lessee must return leased fixtures to Lessor in the condition issued, less normal wear and tear.

As a condition of this Agreement, Lessee agrees to indemnify and hold harmless Lessor, its officers, members, agents and sponsors from any and all loss and damage, including, but not limited to: 1) claims or suits for damages of any kind, including judgments and defense costs; and 2) damages to property, real or personal, arising out of Lessee’s concession or involvement in the Games.

Lessee further agrees to obtain from the local authorities all necessary permits and licenses required for the operation of Lessee’s concession at the Games. Vendors must operate only within their designated spaces and are strictly prohibited from entering restricted areas, including but not limited to the main polo fields, horse stables, and any areas east of the main polo fields. Failure to comply may result in immediate removal from the event without refund.

(over)

Lessee may cancel reservation by notifying Lessor of such cancellation in writing. Vendors must comply with all Douglas County special event permit requirements, including any additional health, safety, or operational regulations imposed by the county. Notification received on or before August 10, 2025 will result in a full refund of money paid. Notification received on or before August 25, 2025, will result in a fifty percent (50%) refund. Cancellations received after August 30, 2025, will not be refunded.

Signed in understanding and agreement with the above:

By: _____ By: _____
Meg Stern, Vendor Coordinator Vendor

Date: _____ Date: _____

Please return

- 1) a signed copy of this *Vendor Agreement*,**
- 2) Proof of Liability Insurance**
- 3) Payment in Full to:**

**Meg Stern
832 Altair Drive,
Littleton, CO 80124**