

MEDIEVAL FESTIVAL AND EDUCATION DAY

Warriors Through Ancient Civilizations

AT

Upper Canada Village

(June 10 to 12, 2017)



Vendors' Information Package

MEDIEVAL FESTIVAL AND EDUCATION DAY

Warriors Through Ancient Civilizations

Greetings My Lords and Ladies,

Thank you for your interest in the Medieval Festival. This event will take place at Upper Canada Village near Morrisburg, Ontario. The Festival runs from **June 10 to 12, 2017** and includes an educational day for student groups on *Monday, June 12*. The public will be welcome on all three days. In the past we have had as many as 10,000 people attend the Medieval Festival. Vendors are expected to be open for the full duration of the Festival (all three days) and will provide appropriate education and/or demonstration of their craft/wares for the educational day.

Vendor sites will be assigned at the discretion of the Medieval Festival Vendor Coordinator with some consideration given to any special requirements stated on the application. Enclosed you will find the application procedure with a list of important dates, the vendor application, and some information about the Medieval Festival.

If you have any questions feel free to call me at 613-543-3704, ext. 2495 or send an e-mail to Jancis.sommerville@parks.on.ca.

Fare Thee Well,

Jancis Sommerville
Vendor Coordinator
Medieval Festival and Education Day at Upper Canada Village

Enclosures

:to

VENDOR COORDINATOR CONTACT INFORMATION

Jancis Sommerville
jancis.sommerville@parks.on.ca

MEDIEVAL FESTIVAL AND EDUCATION DAY - Warriors Through Ancient Civilizations

FOOD AND CRAFT VENDOR APPLICATION PROCEDURE

1. Please enclose photographs of the items you wish to sell at the Festival. We ask you to provide the photographs to enable us to access the "fit" between your products and the setting we are creating for the Medieval Festival. We cannot accept responsibility for samples so please only send photographs (*electronic or printed*). We will be keeping photographs on file for future festivals. *If you have attended a previous Medieval Festival at Upper Canada Village you do not need to resubmit any images of repeat products.* New items will need a photograph however.
2. All works and products should be original, handcrafted pieces. If this is not the case then please make sure to complete the appropriate section of the application form detailing your products and their origins. The Festival will **NOT** accept "Dollar Store" items that have been purchased for resale with no "value added" modifications.
3. There will be absolutely no selling of any steal blades, knives or weapons of any sort without prior written consent from the management of the event. NOTE: There will be absolutely no selling of these products on the Education Day whatsoever. NO EXCEPTIONS.
4. Breaking either point 2 or 3 will result in immediate dismissal from the Festival and any future events held at the St. Lawrence Parks Commission. This will also result in a loss of your booth rental fee. No refunds will be issued.
5. The Medieval Festival reserves the right to ask for **ANY** item to be removed from a vendor's booth. For this reason please make sure to let the Vendor Coordinator know of any changes to your inventory before the Festival start date.
6. All vendors must set up in the vendor areas assigned by the Festival staff. Under no circumstance may a vendor randomly set up a booth. This includes vendors who are also involved in the acting or jousting portions of the event.
7. Vendors may camp in the modern encampment area, however NO VENDOR may camp in the Festival area itself including your own vendor booth.
8. The booth fees for the Medieval Festival are as follows:
 - a) **FOOD VENDORS**
 - Food vendors are required to be on-site for all three days of the Festival (June 10 to 12, 2017).
 - The booth cost will be **\$200.00** for all three days (*plus \$25.00 per outlet for electricity – available on a first come first serve basis*).
 - If you intend to sell bottles of water you will be required to purchase them from the Festival for resale.
 - Food vendors are not required to demonstrate authentic medieval cooking practices, but are encouraged to do so if they wish, while conforming to local health regulations.
 - b) **CRAFT VENDORS**
 - Craft vendors are required to be on-site for all three days of Festival (June 10 to 12, 2017).
 - Craft vendors must be willing to demonstrate how their craft would have been accomplished during the medieval era (or, if their craft has no medieval equivalent, it must be tied in with another medieval topic).
 - The booth will be **\$200.00** for all three days. This does not include electricity; electricity for non-food vendors is VERY limited. If you require electricity, there is an additional cost of **\$25.00** (*please indicate your need on the application form*). Electricity will be made available on a first request basis, and is not guaranteed.

9. Return the application form, cheque and photographs to the Medieval Festival Vendor Coordinator at:
Medieval Festival Vendor Coordinator
St. Lawrence Parks Commission
13740 County Road 2
Morrisburg, Ontario
K0C 1X0

Email: tracey.ogilby@parks.on.ca. (If emailing your application and/or photos then payment must be made via cheque to the address above.)
10. After our jurying process, and upon acceptance of your application, we will deposit your payment.
11. Food vendors will be accepted pending vendor application meets Eastern Ontario Health Inspection Unit standards. Please contact the Eastern Ontario Health Inspection Unit for more information.
12. All vendors, and their staff, agree to abide by the Medieval Festival Code of Conduct.

FOOD AND CRAFT VENDOR – ADDITIONAL NOTES

- Please be aware that the Medieval Festival is held in a park and is open rain or shine.
- All booths must be open and staffed throughout the duration of the Festival schedule.
- All sales taxes and remittance of taxes are the responsibility of the vendor.
- No pets are allowed on the Medieval Festival grounds.
- Please come dressed in appropriate medieval garb (remember that jeans, t-shirts and sweatshirts are not appropriate). This includes blouses, skirts, shirts, pants, footwear and headwear.
- All booths, tents and exhibits should have a medieval appearance. The use of period building styles must be emphasized. All exposed metal should be masked or securely covered using period material. Wood and wrought iron support poles are acceptable; otherwise you must wrap the poles in burlap, tapestry or other period materials.

FOOD AND CRAFT VENDOR – TIMELINES

- February 16 2017 - Craft and Food Vendor Applications available.
- May 2, 2017 - Deadline for Craft and Food Vendor Applications and cheques.
- May 19, 2017 - Decisions made regarding Vendor Applications. Vendor cheques deposited.
- June 9, 2017
2:00 p.m. to 7:00 p.m.
(as light permits) - Food/Craft vendor set-up time. *
- **June 10, 2017 - Gates open at 9:30 a.m.**

* **Alternate set-up arrangements can be made if these will not work for you. Please note that no one will be able to set up, and all vehicles must be offsite ½ hour prior to the opening of the Festival gates (9:30 a.m.). No vehicles or trailers are allowed to stay onsite. NO EXCEPTIONS.**

APPLICATION CHECKLIST

Jancis Sommerville
jancis.sommerville@parks.on.ca

MEDIEVAL FESTIVAL AND EDUCATION DAY - Warriors Through Ancient Civilizations

Please ensure that you have included all of the materials below in your application submission, incomplete submissions cannot be accepted for the jurying process.

- signed Food or Craft Vendor Application form
- signed Medieval Code of Conduct
- photos of craft items
- diagram of booth layout
- cheque or payment information for the total amount required
- additional notes or requests

If you have any additional requests or information you would like us to be aware of, please attach a separate sheet ... one example of this would be allergies of booth staff that need to be taken into account when placing vendors on site.

MEDIEVAL FESTIVAL CODE OF CONDUCT

Jancis Sommerville
jancis.sommerville@parks.on.ca

MEDIEVAL FESTIVAL AND EDUCATION DAY - Warriors Through Ancient Civilizations

Please read, sign and return this page with your Craft or Vendor Application.

1. The Medieval Festival is an outdoor event which runs regardless of weather.
2. Booths must reflect the medieval theme, this includes tables being covered or skirted appropriately.
3. All booth personnel must be costumed according to the medieval theme. Please avoid "modern" clothing like running shoes and baseball caps.
4. The Medieval Festival may require vendors to remove items that have not been approved. Vendors wishing to sell product lines not on original application must have these items approved by the Vendor Coordinator before they are displayed to public.
5. The Festival may require vendors to remove items that do not meet the quality or theme standards set by the Medieval Festival. Unacceptable wares (*in the sole opinion of the Festival*) include but are not limited to:
 - Marked-up resale of items from discount stores, dollar stores, or thrift stores, etc.
 - Items that are poorly made, and do not fit the standards of the Festival.
 - Items that do not thematically fit the Festival.
6. Vendors and their staff should behave in a manner acceptable for a family friendly event. Profanity is unacceptable.
7. Booths must be open and staffed for the entire time the Festival is open.
8. Smoking is not permitted on the Medieval grounds.
9. Please ensure that garbage is deposited in one of the trash cans on site not left on the ground in or around the booth.
10. The vendor is responsible for booth staffing, collecting and remitting sales taxes, and required Ontario business licenses and all other aspects of running their booth.
11. All vehicles must be off site and in the designated parking area by the times to be specified in the acceptance package. This is generally 30 minutes before the gates open to the public but may be subject to change. No additional vehicles will be allowed to enter the site within 10 minutes of this time.
12. At the end of each day, vehicles will be permitted onsite only when all guests have left the park. This decision will be made by the site manager or Vendor Coordinator only.

I, _____ (**print name**) certify that I have read and agree to follow the Medieval Festival Code of Conduct. I further agree that I will ensure that any personnel working or volunteering in my booth also follow these standards. I understand that failure to comply may result in my being required to leave the event and may prevent my acceptance for future events.

Signed: _____ DATE

CRAFT VENDOR APPLICATION

Jancis Sommerville
jancis.sommerville@parks.on.ca

MEDIEVAL FESTIVAL AND EDUCATION DAY - Warriors Through Ancient Civilizations

CRAFT APPLICATION FINAL DUE DATE: May 2, 2017

Company (Booth) Name: _____

Contact Name: _____

E-Mail Address: _____

Mailing Address: _____

Telephone Nos.: Day: _____ Night: _____

Please list festivals and exhibitions you have participated in during the last two years:

Festival/Exhibition Name: _____ DATE

Festival/Exhibition Name: _____ DATE

Festival/Exhibition Name: _____ DATE

Please give a short description of your goods or services (*this will be used on the website, and possibly in print advertisements*):

Please indicate the media(s)/products(s) that best describe your craft/service:

- | | | | |
|--|--|----------------------------------|---------------------------------------|
| <input type="checkbox"/> clay | <input type="checkbox"/> leather | <input type="checkbox"/> musical | <input type="checkbox"/> jewellery |
| <input type="checkbox"/> wood | <input type="checkbox"/> glass | <input type="checkbox"/> toys | <input type="checkbox"/> plants/herbs |
| <input type="checkbox"/> metal | <input type="checkbox"/> clothing/costumes | | |
| <input type="checkbox"/> OTHER (<i>describe</i>): _____ | | | |

EDUCATIONAL DAY

Vendors are required to participate in the Educational Day (June 12, 2017) and are required to either demonstrate their craft (*as it would be performed in the medieval era*), or give another demonstration relating to the time period.

Please describe the demonstration that you would be able to give during the Educational Day:

Would this demonstration take place at your booth? YES NO

How many people can you demonstrate for at one time? _____

Is your demonstration interactive or informative only? INTERACTIVE INFORMATIVE

BOOTH FEES

NOTES: Booths prices are for a 10' x 10' area. Additional area may be available for booths with guy-wires, please make sure to indicate below if your tent has guy lines.

The Medieval and Ancient Civilizations Festival is an **OUTDOOR** event and will take place **RAIN OR SHINE**, please make sure you have a waterproof enclosure for your booth.

Do you require electricity: YES (*electricity will be assigned on a first-request basis*) NO

ITEM	QUANTITY	COST PER ITEM	EXTENDED COST
Booth Fee (10' x 10')	X	\$200.00 =	
8' Table	X	\$15.00 =	
Chair	X	\$5.00 =	
Electricity	X	\$25.00 =	
GRAND TOTAL			

Method of Payment

Cheque (made payable to **Upper Canada Village**) - please attach

Credit Card

- Visa
- Mastercard
- American Express
- Discover

CARDHOLDER'S SIGNATURE

NEW: Please note if you are using a credit card as your mode of payment, after acceptance of your application, you will be instructed to call Cheryl Petralia in Accounts Receivable in order to provide your credit card information (613-543-3704 ext. 2478).

CRAFT VENDOR DECLARATION

Jancis Sommerville
jancis.sommerville@parks.on.ca

MEDIEVAL AND ANCIENT CIVILIZATIONS FESTIVAL

Vendor agrees that only approved items on the attached product list may be displayed and/or sold.

I, the Vendor, have read and completed the application form. I understand that my application cannot be processed without the necessary signature and a post-dated cheque or credit card authorization for the booth fee and any rental fees. Further I understand that my staff and myself will abide by the Medieval and Ancient Civilizations Festival Code of Conduct.

TO BE COMPLETED BY VENDOR

Date of Application: _____

Vendor (Company Name): _____

Vendor Representative: _____

Signature: _____

Please sign and return this page to the Vendor Coordinator

TO BE COMPLETED BY VENDOR COORDINATOR

DATE RECEIVED: _____ INITIALS: _____

DATE REVIEWED: _____ INITIALS: _____

DATE APPROVED: _____ INITIALS: _____

DATE PACKAGE SENT: _____ INITIALS: _____

SIGNATURE: _____

(Approved vendors will receive a copy of this page with their application package.)

PRODUCT FORM

Jancis Sommerville
jancis.sommerville@parks.on.ca

MEDIEVAL FESTIVAL AND EDUCATION DAY - Warriors Through Ancient Civilizations

NO.	NAME OF PRODUCT	DESCRIPTION OF PRODUCT AND CATEGORY	PRICE RANGE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Vendors are reminded that the first day is an educational day and that having lower priced products (*less than \$10*) will be more suited to the amount of money that the crowds on that day may carry.

Please provide a photograph of each item listed above. On the back of the photograph, please identify vendor name and the corresponding item # from this form. If you have products on your list that are not handmade, by yourself, please describe them below. **YOU MUST INCLUDE PHOTOGRAPHS OF THESE PRODUCTS.** The Medieval and Ancient Civilizations Festival encourages vendors that make and sell their own handmade products, but will consider vendors of products not made by themselves for some areas.

FOOD VENDOR APPLICATION

Jancis Sommerville
jancis.sommerville@parks.on.ca

MEDIEVAL FESTIVAL AND EDUCATION DAY - Warriors Through Ancient Civilizations

FOOD APPLICATION DUE DATE: May 2, 2017

Company (Booth) Name: _____

Contact Name: _____

E-Mail Address: _____

Mailing Address: _____

Telephone Nos.: Day: _____ Night: _____

Please list festivals and exhibitions you have participated in during the last two years:

Festival/Exhibition Name: _____ DATE

Festival/Exhibition Name: _____ DATE

Festival/Exhibition Name: _____ DATE

Please give a short description of your goods or services *(this will be used on the website, and possibly in print advertisements):*

EDUCATIONAL DAY

Food vendors are not required to demonstrate medieval cooking techniques; but if you would like to do so, please indicate below and you will be contacted by a representative of the Medieval Festival to work out the details.

I would like to demonstrate medieval cooking: YES NO

BOOTH FEES

NOTES: Booths prices are for a 10' x 10' area. Additional area may be available for booths with guy-wires, please make sure to indicate below if your tent has guy lines.

The Medieval Festival is an **OUTDOOR** event and will take place **RAIN OR SHINE**, please make sure you have a waterproof enclosure for your booth.

Do you require electricity: YES (*electricity will be assigned on a first-request basis*) NO

ITEM	QUANTITY	COST PER ITEM	EXTENDED COST
Booth Fee (10' x 10')	X	\$200.00 =	
8' Table	X	\$15.00 =	
Chair	X	\$5.00 =	
Electricity	X	\$25.00 =	
GRAND TOTAL			

Method of Payment

- Cheque (made payable to **Upper Canada Village**) - please attach
- VISA
- MasterCard
- Discover Card
- American Express

Credit card no.

expiry date

signature

MENU FORM

Jancis Sommerville
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MEDIEVAL FESTIVAL AND EDUCATION DAY - Warriors Through Ancient Civilizations

(or attach full menu)

NO.	MENU ITEM	PRICE
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

Vendors are reminded that the first day is an educational day and that having low priced products (*less than \$5*) will be more suited to the amount of money that the crowds on that day may carry.

FOOD VENDOR DECLARATION

Jancis Sommerville
jancis.sommerville@parks.on.ca

MEDIEVAL FESTIVAL AND EDUCATION DAY - Warriors Through Ancient Civilizations

Vendor agrees that only approved items on the attached menu list may be sold. I agree that any soft drink products or pre-packaged water/juices will be purchased from the Medieval Festival for resale.

I, the Vendor, have read and completed the application form. I understand that my application cannot be processed without the necessary signature and a post-dated cheque or credit card authorization for the booth fee and any rental fees. Further I understand that my staff and I will abide by the Medieval Festival Code of Conduct.

TO BE COMPLETED BY VENDOR

Date of Application: _____

Vendor (Company Name): _____

Vendor Representative: _____

Signature: _____

Please sign and return this page to the Vendor Coordinator

TO BE COMPLETED BY VENDOR COORDINATOR

DATE RECEIVED: _____ INITIALS: _____

DATE REVIEWED: _____ INITIALS: _____

DATE APPROVED: _____ INITIALS: _____

DATE PACKAGE SENT: _____ INITIALS: _____

SIGNATURE: _____

(Approved vendors will receive a copy of this page with their application package.)