



AT

**Upper Canada Village
Heritage Park**
(June 11 to 13, 2010)



Vendors' Information Package



Greetings My Lords and Ladies,

Thank you for your interest in the Medieval Festival. This event will take place at Upper Canada Village Heritage Park near Morrisburg, Ontario. The Festival runs from **June 11 to 13, 2010** and includes an educational day for student groups on *Friday, June 11*. The public will be welcome on all three days. In 2009 over 10,000 people attended 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. 2520 or send an e-mail to tracey.ogilby@parks.on.ca.

Fare Thee Well,

Tracey Ogilby
Vendor Coordinator
Medieval Festival at Upper Canada Village Heritage Park

Enclosures

:to

VENDOR COORDINATOR CONTACT INFORMATION



Tracey Ogilby
tracey.ogilby@parks.on.ca

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.
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 Medieval Festival will **NOT** accept "Dollar Store" items that have been purchased for resale with no "value added" modifications.
3. 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.
4. 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 11 to 13, 2010).
- The booth cost will be **\$150.00** for all three days (*plus electricity – available on a first come first serve basis*).
- If you intend to sell cans or bottles of pop/water/juice you will be required to purchase them from the Medieval 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 11 to 13, 2010).
- 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 \$125.00 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.

5. 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.)

6. After our jurying process, and upon acceptance of your application, we will deposit your payment.
7. 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.
8. 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

- March 10, 2010 - Craft and Food Vendor Applications available.
- May 21, 2010 - Deadline for Craft and Food Vendor Applications and cheques.
- May 28, 2010 - Decisions made regarding Vendor Applications. Vendor cheques deposited.
- June 10, 2010
1:00 p.m. to 9:00 p.m.
(as light permits) - Food/Craft vendor set-up time. *
- **June 11, 2010 - 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 while the festival gates are open.

APPLICATION CHECKLIST



Tracey Ogilby
tracey.ogilby@parks.on.ca

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



Tracey Ogilby
tracey.ogilby@parks.on.ca

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 vendor coordinator before they are displayed to public.
5. The Medieval 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 Medieval 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 Medieval Festival.
 - Items that do not thematically fit the Medieval 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 only permitted out of the view of patrons. Please check wind direction and confirm with neighboring vendors before smoking behind your booth. Cigarette butts should be contained and disposed of in the trash when cooled.
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



Tracey Ogilby
tracey.ogilby@parks.on.ca

CRAFT APPLICATION FINAL DUE DATE: May 21, 2010

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 11, 2010) 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 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	\$125.00 =	
8' Table	X	\$10.00 =	
Chair	X	\$3.00 =	
Electricity	X	\$25.00 =	
GRAND TOTAL			

Method of Payment

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

VISA

MasterCard

American Express

credit card no.

expiry date

signature

CRAFT VENDOR DECLARATION



Tracey Ogilby
tracey.ogilby@parks.on.ca

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 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



Tracey Ogilby
tracey.ogilby@parks.on.ca

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 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



Tracey Ogilby
tracey.ogilby@parks.on.ca

FOOD APPLICATION DUE DATE: May 21, 2010

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	\$150.00 =	
8' Table	X	\$10.00 =	
Chair	X	\$3.00 =	
Electricity	X	\$25.00 =	
GRAND TOTAL			

Method of Payment

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

VISA

MasterCard

American Express

credit card no.

expiry date

signature

MENU FORM



Tracey Ogilby
tracey.ogilby@parks.on.ca

(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



Tracey Ogilby
tracey.ogilby@parks.on.ca

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.)