



KINGDOM OF OSGOODE VILLAGE MEDIEVAL FESTIVAL

Food Vendor Contract

The Osgoode Village Community Association (referred to as OVCA) is a non-profit organization duly incorporated under the laws of Canada, located in the village of Osgoode, Ontario.

(Business Name)

(Business address/phone)

(Hereinafter referred to as “merchant”)

OVCA will designate the area that the merchant will be allowed to set-up their concession table(s) at the Kingdom of Osgoode Medieval Festival, July 13th, 14th and 15th, 2018.

The merchant’s name will appear in the Medieval Festival program.

Festival Hours:

Friday - 9:30-3:30

Saturday and Sunday - 9:30-5:00

The merchant shall at his/her cost and expense, obtain and keep in force during the term of the contract, Public Liability insurance in an amount not less than \$1million. Proof of the coverage must be provided to OVCA before your contract is finalized. We have included a couple of companies below that provide single event insurance. There are many companies that offer exhibitor insurance.

Pal Insurance Canada

<https://www.palcanada.com/en/exhibitor-liability>

Exhibitor Insurance

<https://www.exhibitorinsurance.com>

The merchant is responsible for obtaining the necessary vending licenses to sell on site and for remitting any sales taxes. All merchants selling weapons must abide by the rules set out by the Festival safety officer. These will be sent to you on request.

The Festival may require vendors to remove items that have not been approved. Vendors wishing to sell product lines not on their original application must have these items approved by the vendor committee before they are displayed to the public. The Festival may require vendors to remove items that do not meet the quality or theme standards set by the Medieval Festival.

The Medieval Festival is an outdoor event which runs regardless of weather. The merchant will be responsible for providing their own shelter, tables and chairs.

All booth personnel must be costumed according to the medieval theme. Please avoid “modern” clothing like running shoes and baseball caps. If you need help with a costume, please email the vendor coordinators and we may be able to assist.

Smoking is only permitted outside the Festival grounds.

Booths **must** be open and staffed for the entire time the Festival is open. The vendor is responsible for booth staffing. Vendors and their staff must behave in a manner acceptable for a family friendly event. Profanity is unacceptable.

Parking will be made available to merchants. All vehicles must be off site and in the designated parking area by the times to be specified. This is generally 30 minutes before the gates open to the public by may be subject to change.

At the end of the day, vehicles will be permitted onsite only when all guests have left the Festival site. This decision will be made by the site manager.

There is no electricity provided at the merchant site.

No pets are allowed on festival grounds.

All merchants must remove their garbage and clean up their site upon departure. Failure to do this may result in the merchant not being invited back for the 2018 season.

For those participating in education day, set-up will begin at noon, July 12th, 2018. Those merchants not participating in education day may not set-up until 4 pm, Friday, July 7th. Tear down will not begin until 5pm, Sunday, July 9th. Teardown before this time may result in the merchant not being invited to the 2019 Festival.

Volunteer security will patrol the area during the day. There will be paid security personnel to patrol the area overnight. OVCA, its volunteers and the security patrol will not be responsible for any products left at the merchant area during the festival or overnight. We recommend that you remove all products at the end of each day.

Concession costs: For Friday, Saturday, Sunday, July 13th, 14th, 15th, 2018 - \$125.00

For Saturday, Sunday, July 14th-15th, 2018 - \$150.00

The merchant shall comply with all Board of Health standards and regulations. These must be rigorously maintained by the vendor. Breaches of any health regulations shall result in the immediate expulsion of the vendor and OVCA will not be required to refund any monies to the vendor. Vendors are responsible for obtaining any necessary permits from the City of Ottawa. Vendors may be asked to keep their generators outside the fence line during the opening hours of the show. Generators may be brought inside the fence line of the festival while the festival is closed. The festival is not responsible for any equipment failures.

All fees due with the submission of this contract no later than June 1st , 2018. After that date, merchants will be admitted on a case-by-case basis. Please include this form, and the jury form with your cheque made payable to OVCA Medieval. These should be sent to:

Ingrid Bjornson, Vendor Coordinator
29 Scace Ave
Brockville, ON
K6V 2A3

I agree to the above terms.

(Signature)

(Date)