

# KINGDOM OF OSGOODE VILLAGE MEDIEVAL FESTIVAL



## Merchant 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.

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(Business Name)

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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 and on the website.

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 can be 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.

Smoking is only permitted outside the Festival grounds.

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.

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.

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 2019 Festival.

No pets are allowed on Festival grounds.

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 13th. Tear down will not begin until 5 pm, Sunday, July 15th. 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

All booth fees are for a 10'x10' space with room to tie your tent down. Second spots or additional space must be requested. A second 10' X 10' space costs \$50.00 These second spots will be granted on a first-come basis and are limited. Please be advised that the 10 X 10 space includes a space to tie your tent down, not for patrons to walk around. If your set up has patrons walking around your tent, request extra space.

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, jury form, and insurance paperwork 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.

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(Signature)

(Date)