

# MEDIEVAL FESTIVAL UPPER CANADA VILLAGE VENDOR APPLICATION - DUE MAY 1, 2019



Company (Booth)  
Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Nos.: Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Festival Name: \_\_\_\_\_ Date \_\_\_\_\_

Festival Name: \_\_\_\_\_ Date \_\_\_\_\_

**Please provide a short description of your booth's specialty** (for possible use on the festival website, via social media and/or other advertising).

**Please also provide a photograph that shows your booth and/or product on display.** (Photo is not required from a repeat vendor who is bringing the same booth as before.)

GENERAL VENDOR DESCRIPTION FOR PROMOTIONAL PURPOSES (See reverse for itemized product listing form).

## BOOTH FEES (TAXES INCLUDED)

**Booth prices are for a 10' x 10' area.** Additional space may be available for booths with guy-wires; please make sure to indicate below if your tent has guy-wires. The Medieval Festival is an OUTDOOR event and will take place RAIN OR SHINE. **It is your responsibility to make sure you have a waterproof enclosure for your booth, and that it is anchored for windy weather as well.**

ITEM	QUANTITY	COST PER ITEM	EXTENDED COST
Booth Fee (10' x 10') <input type="checkbox"/> <i>check box if it guy-wires</i>	X	\$200.00 =	
8' Table	X	\$15.00 =	
Chair	X	\$5.00 =	
Electricity (assigned on a first-request basis)	1 X	\$25.00 =	
LIST TYPE(S) OF EQUIPMENT NEEDING POWER:			
<b>GRAND TOTAL</b>			<b>\$</b>

## Please Indicate Your Choice of Method of Payment

- VISA, MASTERCARD, DISCOVER OR AMERICAN EXPRESS**  
Upon receipt of your application, we will call you to get your credit card number.
- CHEQUE – MAKE PAYABLE TO “ST. LAWRENCE PARKS COMMISSION”**  
**If you choose to pay by cheque, please mail it when submitting application.**  
Medieval Festival Coordinator  
St. Lawrence Parks Commission  
13740 County Road 2, Morrisburg ON K0C 1X0

**You may post-date your cheque, as payment will not be processed until on or after May 17, 2019, after your application form has been received and approved.**

**MEDIEVAL FESTIVAL UPPER CANADA VILLAGE  
VENDOR APPLICATION DUE MAY 1, 2019**

**SIDE 2**

<b>MEDIEVAL FESTIVAL VENDOR PRODUCT LISTING FORM – Please attach separate sheet if more space required.</b>				
<b>NO.</b>	<b>NAME OF PRODUCT</b>	<b>CATEGORY</b> <i>Indicate if Food/Craft/Other</i>	<b>DESCRIPTION OF PRODUCT</b> <i>For “Crafts”, please indicate materials used. If “Other”, please provide origin of product.</i>	<b>PRICE RANGE *</b>
<i>Please also provide us with product photos via email, web links, or mail. (Repeat vendors: photos of new products only).</i>				
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

\*Vendors are reminded that Monday is Education Day (mostly 8-10 year olds) and that having lower priced products (*less than \$10*) will be more suited to the amount of money guests may have to spend on that day.

**VENDOR DEMONSTRATIONS**

Vendors are encouraged to either demonstrate their craft (*as it would be performed in the medieval era*), or give another type of demonstration relating to the time period, particularly on Education Day, Monday June 11, 2018 (although welcome for weekend visitors as well).

**Will you be providing demonstration?**      YES    NO. *If no, proceed to VENDOR DECLARATION below.*

Please describe the demonstration that you would be able to provide.
Will the demonstration take place at your booth? Please specify (include # of participants per demonstration).
Is your demonstration interactive or informative only? <input type="checkbox"/> Interactive <input type="checkbox"/> Informative

**VENDOR DECLARATION**

- I the Vendor**, agree that only approved items on the above product list may be displayed and/or sold. (I agree any bottled water sold at my booth will be purchased from the festival for resale).
- I, the Vendor**, have read and understand that I and my staff will abide by the [Medieval Festival Code of Conduct](#).
- I, the Vendor**, have read and completed the **Application Form**. I understand that my application form cannot be approved without the necessary signature, and that a post-dated cheque or credit card authorization for the booth rental fees will be processed once a **Letter of Agreement** (*which will be emailed to you AFTER your application form has been approved*) has been signed and returned along with proof of Vendor’s Insurance.

**TO BE COMPLETED BY VENDOR:**

Vendor/Company Name (PLEASE PRINT)	
Vendor Representative (PLEASE PRINT)	
Signature	Date

**SEND SIGNED, COMPLETED APPLICATION TO:**

Email: [Jancis.Sommerville@parks.on.ca](mailto:Jancis.Sommerville@parks.on.ca)  
 Fax: (613) 543-4098   Tel: (13) 543-3704 Ext. 2495  
 Mail: Medieval Festival Coordinator  
 c/o St. Lawrence Parks Commission  
 13740 County Road 2  
 Morrisburg ON K0C 1X0