



Terms and Conditions For Stallholders, Merchants & Demonstrators 13 & 14 July 2019

The Abbey Museum of Art and Archaeology is committed to creating an **authentic medieval festival experience** for those who attend. We believe creating a unique, medieval-focused marketplace will ultimately provide you — the merchant — with greater profits and opportunities by attracting more visitors, a result in which every vendor has a vested interest. Stallholders selling their wares in the market form a very important element of the Abbey Medieval Festival. More than 70 merchants take part, selling food, arts, crafts and weapons. The Museum sets high standards for its vendors, and is constantly refining the requirements to maintain our reputation as Australia's most authentic event.

1.0 FESTIVAL FOCUS

The Abbey Medieval Festival is a dedicated medieval event covering the time period AD 600 to 1600, a period generally referred to as the Middle Ages. We focus on life in Western Europe and the Near East. Our aim is to create an ambiance within the market that intrigues and entertains the visiting public. As such, we require that all costuming, stalls, displays and merchandise be in keeping with this medieval theme.

2.0 THE OPPORTUNITY

2.1 Responsibilities of Festival Management:

- a) Provide a festival site and program to support your presence as a merchant at the Abbey Medieval Festival.
- b) The Stallholder Coordinator will be available for consultation and advice prior to the event, and support services on the event day.

2.2 Responsibilities of Stallholders/Merchants:

- a) All stallholders/merchants at the event shall present and conduct themselves in a manner suitable to a family orientated medieval period event. In particular the use of language or images that may be considered offensive by members of the community will not be accepted. **If you believe a part of your presence at the event may breach this code of conduct, please discuss it with the Stallholder Coordinator as soon as possible.**
- b) All stallholders/merchants must also co-operate with other stallholders, service providers, contractors and event management staff working at the event, so as not to hinder them in performance of their services and to ensure that all work is performed efficiently.
- c) All stallholders/merchants must abide by any direction from Festival Management. If, for any reason the Event Organiser or their authorised delegate considers any behaviour from a stall holder or their representative to be inappropriate they will issue a notice to correct the inappropriate behaviour. If this notice is not adhered to Festival Management will require the individual's removal from the site.

- d) All contractors, performers and retail outlets shall co-operate with staff from other service providers working at the event, so as not to hinder them in the performance of their services and to ensure that all work is performed efficiently.

3.0 ATTENDANCE

3.1 Responsibilities of Stallholders/Merchants:

- a) If for any reason you are unable to attend the festival, you are to inform the Stallholder Coordinator as soon as possible.
- b) If a confirmed stallholder who has paid site fees, wishes to cancel the contract before 12 May 2019, the festival committee will refund up to 50% of the fees. Cancellation received on or after 12 May 2019 will result in no stall fees being refunded.
- c) Stallholders/merchants must be on-site during the opening hours of the event. All **stallholders must be ready by 8:00am** with their stall area checked and all inappropriate items hidden away. **All vehicles must be offsite by 7:40am.**
- d) Stallholders requiring power are required to be set up by **12:00pm FRIDAY 12 JULY 2019** for a mandatory power and safety check.
- e) Must be aware of the times that the gate for public will be opening and closing each day:

	Gates Open	Gates Close
Saturday	8:30 am	4:30 pm
Sunday	8:30 am	4:30 pm

- f) All vendors must be completely off site by Monday 16 July 2019 by 12:00pm, this includes having their site packed away and all skerricks of rubbish removed.
- g) A bond will be required from all stalls in the form of a cheque or Credit Card details. Your bond will be held with your application. **At the end of the festival, the Site and Stall Coordinator will inspect the stall areas. If the site meets standards the bond will be released. If the site shows signs of damage, misconduct or remaining rubbish then the stallholder responsible for that site will forfeit all or part of their bond.**

4.0 STAFFING

4.1 Responsibilities of Festival Management:

- a) Provision of appropriate accreditation for all stall staff (children under four (4) do not require passes) on entry to the site. No accreditation will mean NO ADMITTANCE without payment.
- b) Provision of extra staff accreditation at a discount price.

4.2 Responsibilities of Stallholders/Merchants:

- a) Stallholders will be required to wear identification at all times.
- b) Stall managers/owners will provide all their staff with accreditation provided to them by Festival Management.

5.0 FOOD & BEVERAGE STALLS

If you are selling any food or drink please read the details below, carefully. If you are not selling food please proceed to the next section.

5.1 Responsibilities of Festival Management:

- a) Provision of advice in regard to food safety and associated regulations, and inspection of all stalls selling food and drinks at the festival.

5.2 Responsibilities of Stallholders/Merchants:

- a) Stallholders must provide copies of the following:
 - Food Safety Certificate, or equivalent from the Moreton Bay Regional Council
 - Liquor License or Permit if selling bottled wine.
- b) Stallholders must display these documents at all times while at the festival. If you are selling alcohol please note that your patrons must be informed that they cannot consume their purchases on site pursuant to the provisions and conditions of the festival's general purpose permit issued by the Office of Liquor and Gaming Regulation.
- c) Stallholders must supply wooden single-use utensils and serving materials. **Plastic cutlery and plates are strictly forbidden.** Also forbidden are patterned straws and cups. Contact stallholder coordinator for a recommended supplier.

6.0 BUMP-IN/BUMP-OUT

6.1 Responsibilities of Festival Management:

- a) Abbeystone will be open for bump-in access from 7am on Thursday 11 July 2019, from 7:00am on Friday 12 July 2019 and from 5.30am Saturday 13 July 2019 morning. No setting up or camping any earlier than 11 July 2019 without permission of the Festival Director.
- b) Access to site for **bump-in strictly closes at 3:00pm on Thursday 11 July 2019 and Friday 12 July 2017.** This is due to limited lighting available on site during set up.
- c) For an extra charge, power for cool rooms will be available at bump-in from 12:00pm* on Friday 12 July 2019. *Notice must be given in application.
- d) Bump-out is approximately from 5:30pm on Sunday July 15 (or as per the Emergency and Risk Manager or his designee). Stock can be packed up on site from 4:30pm, but no vehicles can be brought onto the site until clearance has been received.
- e) **Power for cool rooms is not available after 9am Monday 10 July 2017.**

6.2 Responsibilities of Stallholders/Merchants:

- a) Stallholders must arrive by the times outlined above, no later.
- b) Stallholders must take the time to give their site and stall a second viewing to ensure all modern items such as CD players, eskies, chairs, etc, are hidden from view. A joint effort by everyone in the Market Place is required for us to replicate the look, feel and excitement of a medieval market place.
- c) Stallholders must not bring vehicles onto the site before the Safety, Security and Risk Manager has given permission.
- d) **All vendors must be completely off site by Monday 15 July 2019 by 12:00pm, this includes having their site packed away and rubbish removed.**

7.0 VEHICLES

7.1 Responsibilities of Festival Management:

- a) A designated parking area will be provided for all stallholder/merchants.

7.2 Responsibilities of Stallholders/Merchants:

- a) Cars are permitted on the grounds ONLY between 6.00 am - 7.40 am on Tournament days.
- b) Cars are allowed on the grounds only after the public has gone for the night.
- c) The Festival's Emergency and Risk Manager or his designee will give the go ahead for cars to come onto the site.

Approximate times are:

Saturday evening	5:30 pm
Sunday evening	5:30 pm

- e) All vehicles must be off site by 7:40 am on the festival days; they will not be allowed back on site without the express permission of the committee.
- f) The owner's name, phone number and stall must be prominently displayed on the dashboard of their vehicles.

8.0 YOUR STALL

8.1 Responsibilities of Festival Management:

- a) Implement policy to ensure that there are not more than an appropriate amount of vendors selling the same products. Applications may not be accepted for this reason.

8.2 Responsibilities of Stallholders/Merchants:

- a) All stalls must be medieval in theme, attractive, neat, clean and environmentally friendly.

- b) When leaving the festival site you must leave your vacated site in the same condition as on your arrival. **There will be a charge to clean up any leftover rubbish on a stall site - this includes delivered trays and items.**
- c) **Appropriate signage** - day-glo or fluro signs are prohibited. Thought must be given to the best way to promote your product without overuse of modern signage. Chalkboards are encouraged for food vendors.

9.0 COSTUME AND CHARACTER

9.1 Responsibilities of Stallholders/Merchants:

- a) Stallholders must ensure that there is no modern clothing or accessories worn by staff.
Please note: Medieval society was very highly structured. Merchants and traders were placed above peasants but below nobles. Dressing accordingly is vital.
- b) Stallholders must remember:
- Use natural fibers! Cotton, wool, linen and leather are appropriate. Silk, if you are wealthy.
 - Shiny stretch fabrics and obvious polyesters (such as crushed velvet) that would not have been found in the Middle Ages, are not acceptable.
 - Shades of yellows, blues, russets, greens and browns are recommended.
 - Purple is to be avoided. Laws prohibited the wearing of it by anyone other than royalty.
 - Small purses and bags can be hung from your belt. Pockets were not invented yet.
 - Rings were the most popular form of jewelry. Earrings were generally not worn.
 - Ladies covered their hair with a veil, wrap or hood when out in public.
 - Keep makeup very minimal. The pale look was in. No obvious fingernail polish, please!
 - 'Goth' or 'Renaissance' inspired clothing is not acceptable.
 - **Banned are** visible: wrist watches, mobile phones, pagers, sunglasses, bum bags, scrunchies, modern hair clips, white runners/sandshoes/sneakers, all plastics. As you can see, these items detract visually from the overall event. Our goal is to create mood for the public to enjoy by removing those things which yell "I am from the 21st Century!"
- c) **Demonstrators** - need to be aware of the tools they are using and taking care that the clothing they wear is appropriate to the activity they are demonstrating. For example, blacksmithing or cooking would not be done in the same kind of clothes worn to a formal court event.
- d) **Character** - Adopting a medieval persona does not require you to learn scripted lines. However, you will need to adopt the general manners and know-how of a typical merchant of the era you are portraying. The most important manners a

merchant would display is politeness. Addressing one's customers as 'My Lord, Milady, Good Sir, Good Lady,' etc is appropriate. And the shoppers love it!!

10.0 EQUIPMENT

10.1 Responsibilities of Festival Management:

- a) Access to appropriate **hire equipment** – there is a **limited number** of authentic style stalls available for hire.
- b) Access to advice and consultation should you wish to construct your own stall. Please contact the Stallholder Coordinator if you would like further information on the design and construction methods of historically accurate medieval stalls.

10.2 Responsibilities of Stallholders/Merchants:

- a) Appropriate equipment taking into consideration that the visual impact of the Marketplace is a high consideration. The more authentic the presentation of your stall, the better you will look.
- b) **Must remember:**
 - Stalls can be made of wood, canvas or burlap as these were the most common materials.
 - Materials were often rough, drab, earthy colours, mostly solids, rarely prints. Plastic tents, with day-glo colours or aluminum are unacceptable. As are modern chairs.
 - Signs with pictures and not words are preferred.
 - Banners and flags with symbols are bright and can promote your business.
 - Vendors who already have stalls made of modern materials can cover them with a throw-over or sacking. Burlap, naturally coloured calico or old white sheets can be used to cover more modern materials.
- c) Full details of structures and/or vehicles, that will be used at the Festival must be provided in the application form.
- d) Must ensure that all tents, marquees, umbrellas and other temporary structures are secured and/or weighted down so as not to pose a safety hazard.
- e) Must ensure all guy ropes must sit within your allocated stall site.
- f) If you are at all concerned about your structures please remember you are able to hire marquees and other equipment as detailed above.
- g) Should any safety concerns regarding your site be identified, you are required to contact the Stallholder Coordinator and/or Risk Manager **immediately**. The Stall Holder Coordinator will be available onsite and the Risk Manager is based next to the Ticket Entry gates.

- h) Must abide by the direction of the Safety, Security and Risk Manager as they inspect and assess all structures. If a structure is deemed unsafe, the Risk Manager will ensure action is taken to maintain safety. This may result in the dismantling of your tent if there is no appropriate solution.

11.0 PRODUCTS

11.1 Responsibilities of Stallholders/Merchants:

- a) All products/services must be medieval in content - only pre-approved items may be sold in the marketplace.
- b) Merchants who bring goods which are not approved or advertises for their services and/or products outside of their assigned area will not be invited to return.
- c) **Advertising Material** - Distribution of promotional material for other events is strictly prohibited. Merchants and demonstrators may have a supply of business cards and catalogues discretely tucked away which they may give to shoppers who express a desire for the same. Standing out the front of your stall or walking around the marketplace handing out flyers is banned.
- d) **Sale of Weapons** - If weapons are sold they must be packaged securely and the purchaser informed that should they open their weapon while on the festival site it could be confiscated under the Weapons Licensing Act, and face potential penalty and prosecution from police.

12.0 THE FESTIVAL SITE

12.1 Responsibilities of Festival Management:

- a) Site space as detailed on stall holder's application form. Only a fixed number of stalls are available and positions are reserved based on goods/products and stall being approved and payment received.

12.2 Responsibilities of Stallholders/Merchants:

- a) A standard stall size is 4m x 4m. All ropes and overhanging items must be within this size. If you require more room, you may book a larger size if one is available. Stalls are booked by size on the appropriate Stallholder Application form.

Note: If you will need more than one site this must be detailed on the Application Form.

- a) It is essential that stall holders accurately detail the amount of space required. Please ensure that the total length and width of your stall including guy ropes is taken into account when giving this information.
- b) To request for more space (if required) the Stallholder Coordinator must be contacted three (3) months out from the event at maximum.

13.0 WASTE MANAGEMENT

13.1 Responsibilities of Festival Management:

- a) Skips will be provided for both general waste and recycling. All rubbish must be disposed of in these skips.
- b) The wheelie bins on site are for the use of the general public only.
- c) Sustainability assessments throughout the Festival to ensure compliance.

13.2 Responsibilities of Stallholders/Merchants:

- a) Abide by the Festival *Environmental Management Policy* including *Waste Management Policy*, *Recyclable Materials Policy* and the *Code of Practice for Sustainable Events*.
 - Reduce the amount of resources used
 - Pursue sustainable usage of the resources that are used
 - Prevent the unnecessary production of waste
 - Minimise the impacts of their actions on the environment.
- b) Abide by the “no disposable polystyrene cups” policy.
- c) Recyclable items include: glass jars or bottles, aluminium cans, steel cans, plastic containers that show a triangle with 1, 2 or 3 on the bottom and paper items including cardboard.

ABBAY MEDIEVAL FESTIVAL'S RECYCLABLE MATERIALS POLICY

INTRODUCTION:

The Abbey Medieval Festival (AMF) is committed to reducing our carbon footprint and is working towards environmental sustainability.

AIM:

The AMF aims to reduce the waste created over the course of the event. In order to do this, AMF has implemented a recyclable materials policy for participants.

STRATEGY:

- Prohibiting the use of non-biodegradable packaging;
- Encouraging stallholders to use low impact products, including recycled goods and;
- Encouraging stallholders to utilise the correct waste receptacles for recyclable materials, organic matter and non-biodegradable items.

The AMF will provide stallholders with the resources to adhere to the Recyclable Materials policy:

- Offering stallholders options of low impact product suppliers and;
- Supplying bins for general waste, recyclable products and cardboard.

Abbey Museum of Art and Archaeology, 1- 63 The Abbey Place, Caboolture 4510

Officers of the AMF will conduct compliance checks throughout the duration of the event, to ensure that stall holders are adhering to the policy outlined above.

If you have any questions on the Code of Practice for Sustainable Events and, or, completing an Environmental Analysis please contact the Security, Safety and Risk Manager on (0431) 154057

14.0 WATER

14.1 Responsibilities of Festival Management:

- a) Water points will be provided at two central points.

15.0 POWER

15.1 Responsibilities of Festival Management:

- a) Power outlets for food vendors as requested on application forms are limited and reserved for food vendors. **Food vendors must specify exact requirements on their initial application form.**
- b) The Infrastructure Coordinator and his staff will run power from generators to stall sites as requested in application forms.
- c) All power to be used on the event site must be sourced through this system; there are to be no independently run generators.

15.2 Responsibilities of Stallholders/Merchants:

- a) Accurately detailed power requirements on the application form. If you require more than single-phase, this must be discussed with the Stallholder Coordinator.
- b) It is up to the stallholder to connect to the power source.
- c) Must provide power boards for multiple appliances, double adaptors are forbidden and the use of the same in a commercial environment is an offence under the *Electrical Safety Act 2002*.
- d) **All electrical appliances and / or extension leads used during the event must have Portable Appliance Test (PAT) tag pursuant to Section 87(3) of the *Electrical Safety Act 2002* attached, clearly visible and dated within the current test cycle period.**
- e) Abide by direction from the Emergency and Risk Manager or his designee. All electrical equipment will be inspected as part of the Festival Safety Audit. As part of this process and the Festival Executive, through the Emergency and Risk Manager reserves the right to disconnect and remove non-conforming equipment from site.
- f) Any services, alterations, and, or repairs to equipment or appliances to make them usable and, or compliant to safety standards will be billed to the stallholder.

16.0 LIGHTING

16.1 Responsibilities of Festival Management:

- a) Provide lighting to illuminate the general site during the twilight period 5:00 pm – Abbey Museum of Art and Archaeology, 1- 63 The Abbey Place, Caboolture 4510

7:00 pm.

16.2 Responsibilities of Stallholders/Merchants:

- a) Stallholders must provide their own lighting equipment for their stalls. This lighting equipment is subject to the same rules as outlined above in section 15.1 a).

17.0 GAS

If you will be using gas at the event please read carefully below. If not please proceed to the next section.

17.1 Responsibilities of Festival Management:

- a) Inspect gas usage as part of the Festival Safety Audit.
- b) The Festival **does not** provide gas supply or assistance with appliances.

17.2 Responsibilities of Stallholders/Merchants:

- a) Comply with all Department of Mines and Energy regulations and all other legislations, codes of practice and standards as they apply:
 - **Mobile catering vehicles:** If your vehicle is fitted with gas plumbing there must be a Compliance Plate visible.
 - **Stalls using gas appliances:** All gas appliances must have a compliant Australian Gas Association (AGA) Approval Sticker
- b) **All vendors using gas** in any part of their operations must complete an **ESV GAS SAFETY SELF-CHECK LIST**. These will be provided two weeks prior to the festival.
- c) **The completed check list must be brought to the event to be produced if requested as part of the festival safety audit.**

For more information in regard to electricity and, or gas safety and regulations contact the Queensland department of mines and energy food & drinks stalls.

18.0 SMOKING

18.1 Responsibilities of Festival Management:

- a) Designated Outdoor Smoking Areas (DOSAs) will be provided at selected locations around the site. Smoking is not permitted in any other areas.

18.2 Responsibilities of Stallholders/Merchants:

- a) No stallholders or staff will smoke outside the designated outdoor smoking areas (DOSAs).

19.0 INSURANCE

19.1 Responsibilities of Festival Management:

- a) Assistance with Risk Management assessments and completing a Job Safety Analysis.

19.2 Responsibilities of Stallholders/Merchants:

- a) Proof of Public Liability Insurance with a minimum coverage of \$20 million with returned application form.

20.0 IMPORTANT INFORMATION

20.1 FIRE AND OTHER EMERGENCIES:

In the event that a partial or complete evacuation is required you will be expected to listen Abbey Museum of Art and Archaeology, 1- 63 The Abbey Place, Caboolture 4510

to and comply with any direction or instruction given by members of the Festival's emergency response team, security personnel or any other authorised person.

Pursuant to the Fire and Rescue Service Act 1990 and the Building Fire Safety Regulation 1991, there are several specific items for the vendors and stall holders.

- 1. All food outlets must have at least a compliant 20AB(E) Dry Chemical Powder (or equivalent) fire extinguisher;**
- 2. Any food vendors using a deep fryer must have a compliant 40B(E) Dry Chemical Powder (or equivalent) fire extinguisher; and**
3. The fire exits from tents or marquees (if applicable) are to be kept open and unobstructed at all times that the tents or marquees are occupied

20.2 INDEMNITY:

The stallholder agrees to indemnify the Abbey Medieval Festival, the committee members, staff, volunteers and other authorised persons against all liability, claims, demands, expenses, fees, fines, penalties, suits, proceedings and actions of any kind.

20.3 LIABILITY

Stallholders occupy and utilise the site at their own risk, and releases the Abbey Museum, Abbey Medieval Festival, the committee members, staff, volunteers and other authorised persons from any liability for any damage to the display/stall or any other property of any description; or for loss of income due to event cancellation or eviction due to non-coherence to safety regulations or terms of this agreement.

20.4 VIDEO AND PHOTOGRAPHY

Abbey Medieval Festival utilises the services of a professional videographer/photographer to document our festival for archival and promotional purposes.

Such material is important for the ongoing success of the festival which may also be documented by various media services. Your permission to take these images for the use of the Festival only forms part of this application except where contrary to cultural restrictions.

PLEASE NOTE:

Due to public liability insurance, indemnity statutory and any other such legal requirements, the Abbey Medieval Festival Committee is unable to consider an application(s) for a stall unless and before the following declaration has been read, agreed to and signed by the stall holder(s) or any such authorised person(s) as the applicant nominates.

You will not be considered for a site unless you agree to abide by these terms and conditions and sign the last page of this document.

FOR FURTHER INFORMATION

- Email the Stallholder Co-ordinator at stalls@abbeytournament.com
- Phone the Stallholder Co-ordinator at the Abbey Museum on 5495 1652.

This page must be returned once you have completed your application.

**ABBAY MEDIEVAL FESTIVAL 2019
TERMS AND CONDITIONS**

I / we of agree to indemnify and keep indemnified and to hold harmless the festival its servants and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to my / our participating in the 2019 Abbey Medieval Festival.

I / we also agree to abide by all conditions as outlined in the Abbey Medieval Festival Stall Holders Guidelines.

The Committee respects all personal and confidential information you give and will do everything possible to protect information from unauthorised access, loss or misuse. Information collected from you is required for the delivery of services in accordance with relevant legislation.

It may also be used by committee to conduct research and customer satisfaction surveys so that we may better understand community needs and can improve service delivery.

Should you need to change or access your personal details, please contact the Stallholder Coordinator.

Iunderstand that the information provided above will be used in accordance with relevant legislation and declare that this information is correct to the best of my knowledge.

Signature: **Witness:**

Name Printed:

Stall name:

Date: