



ST IVES
MEDIEVAL FAIRE

Ku-ring-gai Council

St Ives Medieval Faire 2019

Information Kit for Vendor Stall

**Saturday 21 - Sunday 22
September 2019**

10.00 am – 5.00 pm

St Ives Showground, St Ives

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Gordon NSW 2072 AUSTRALIA

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Introduction

Ku-ring-gai Council organises a number of community events for the residents of Ku-ring-gai and the broader Sydney area on a regular basis at a number of public venues including St Ives Precinct.

The **St Ives Medieval Faire** is one of Ku-ring-gai Council's premier ticketed special events held at the **St Ives Showground**. It is an annual event hosted by Ku-ring-gai Council as a paid premium entertainment and education event.

Applications are now open for **Vendor Stalls** to participate in the event.

Event Details

Saturday 21 and Sunday 22 September 2019

9.00 am – 5.00 pm

St Ives Showground, 450 Mona Vale Road St Ives NSW 2072

The St Ives Showground will be hay-strewn and hand-forged into an accurate recreation of Medieval Europe. Covering cultures and customs from the Dark Ages to the High Middle Ages, admission will give ticket holders the unmatched experience of authentic medieval events, shows and atmosphere.

Background

For the past five years more than 10,000 people attended each year (ticket holders, performers, volunteers and staff). This year in 2019, the event is expected to reach 15,000 to 20,000 attendees. The Medieval Faire, as a unique event, will attract visitors from the Ku-ring-gai Council local government area, Greater Sydney and also a small but growing percentage from intrastate and interstate.

The two-day festival is unlike anything you will see in Sydney. Ku-ring-gai Council has sourced unique and authentic entertainers from all over Australia and overseas. This eye-popping event is designed to keep attendee's entertained all day. The event focuses on entertainment, education and participation. The Faire has attracted the world's best and most - respected professional jousts who compete in the Tournament of St Ives over two days. Patrons will witness battle scenes from history re-enacted by authentic groups, marvel at birds of prey as they swoop and attack on command, explore medieval villages and traders and experience medieval dance and street theatre. For patrons and participants alike, the St Ives Medieval Faire is a truly medieval experience in their own backyard.

Information and vendor contact details

Email	stivesevents@kmc.nsw.gov.au
Telephone	02 9424 0354 (Les Currie)
Website	www.stivesmedievalfaire.com.au
Facebook	www.facebook.com/stivesfaire
Instagram	www.instagram.com/stivesmedieval

Vendor Stall Applications

Applications are now open for Market Vendor Stalls to participate in the **St Ives Medieval Faire**.

Please complete the **Application for Vendor Stall**.

Key dates

DAY	DATE	TIME	TASK
Monday	20 May 2019		Market vendor applications open
Friday	14 June 2019		Food vendor applications open
Sunday	30 June 2019		23:59 Market vendor applications close
Sunday	7 July 2019		23:59 Food vendor applications close
Monday	8 July 2019		1700 Applications confirmed
Monday	9 September 2019		1700 Final event information, venue map layout, permits issued
Wednesday	18 September 2019	0800	2000 Event set-up open
Thursday	19 September 2019	0800	2000 Event set-up open/close
Friday	20 September 2019	0800	2000 Event set-up open/close
Saturday	21 September 2019	0600	0815 Event set-up open/close
Saturday	21 September 2019	1000	1700 Event – Day 1
Sunday	22 September 2019	1000	1700 Event – Day 2
Sunday	22 September 2019	1730	2100 Event pack-up open/close
Monday	23 September 2019		1500 Event pack-up close
Monday	7 October 2019		1700 Event feedback due

Fees and charges for weekend

MARKET Vendor Stall (Prices inclusive of GST)

Pagoda (including 3 walls)

OR Space only to set up my own structure

Single pagoda (3 m x 3 m) **\$700**

Large space (3 m x 3 m) **\$400**

Double pagoda (6 m x 3 m) **\$1,200**

Double space (6 m x 3 m) **\$600**

Custom space (specify size) **\$ on request**

FOOD Vendor Stall (Prices inclusive of GST)

All food vendors are required to set up within a hired pagoda to ensure consistency. Please note this does not apply for food trucks.

Pagoda (including 3 walls and plastic floor)

OR Space only for Food Truck

Single pagoda (3 m x 3 m) **\$1,444**

\$1,100

Double pagoda (6 m x 3 m) **\$1,733**

OR Space only Coffee vendor

\$880

Ancillary requirements

Electricity supply (10 amp) **\$100.00**

Electricity supply (15 amp) **\$100.00**

A levy of **\$200.00** will be charged for electricity required on day and not pre-ordered.

Agreement - Terms and Conditions

To accept the following Terms & Conditions to participate in Ku-ring-gai Council's St Ives Medieval Faire, please sign your name in the Application Form

1. Applications that are incomplete, unsigned, or have no contact details will not be accepted.
2. **Priority is not given on a 'first in first served' basis.** The submission of an application does not guarantee an applicant a stall site at the Festival and that any application must first be approved by Ku-ring-gai Council St Ives Medieval Faire organisers. Specific criteria are applied when selecting stalls to ensure variety and high quality of products and services. Council reserves the right to decline applications without explanation, regardless of the date the application was received. Late applications may also be refused.
3. The outdoor event will be held in all weather conditions. The event will go ahead unless cancelled by the event organiser, Ku-ring-gai Council. There is no alternate date. If for any reason Council has to cancel the event (e.g. bushfire, flood, inclement weather), vendors will be notified of cancellation as soon as practicable and vendor fees paid will be refunded. (If a fete stall was booked, you will be refunded the vendor fees less cost of fete stall hire).
4. The stall/space hire fees include: set up and removal (if a stall is purchased), provision of garbage facilities, general advertising of the event and administration costs.
5. Council will not be held responsible for loss or lack of income generated on the day, or if any pre held expectations have not been met.
6. Late requests made on the event day, example power supply, specific stall location, will be refused.
7. Set-up of stalls including all deliveries of equipment and food is only permitted at allocated times. Authorised vehicles must unload and vacate as soon as possible and obey all instructions given by Council staff and/or traffic controllers. Late arrivals on Saturday morning beyond the allocated bump-in time will not be accepted. Vehicle access for pack-up is only permitted at allocated times, once all pedestrian traffic is cleared. There is limited allocated parking for vendors on site.
8. The vendor is liable for damage to the venue caused by them or their sub-contractors and vehicles.
9. Vendors must only sell or distribute items specified in their stall application. Vendors must not sell or distribute items previously prohibited by event organisers. Products and handouts may only be distributed directly from a stall, no walkabouts are permitted. Paper weights are required to keep handouts from flying away throughout the day.
10. The Vendor agrees to indemnify and to keep indemnified Kur-ring-gai Council (Council), its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the acceptance of the application.
11. The vendor shall take out and keep current a public risk insurance policy in the name of the vendor insuring the vendor for the minimum sum of twenty million dollars (\$20,000,000 depending on size and activity) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the vendor in relation to the activity.

12. The vendor must provide confirmation of insurance, preferably a certificate of indemnity, to the Council. Such policy shall bear the endorsement of the Insurer indicating the Insurer accepts the indemnity given by the vendor.
13. The vendor, where appropriate, shall ensure that it is licenced or registered to carry out the activity authorised by the acceptance of the application. Evidence of certification, licence/s or registration will need to be provided to Council as soon as acceptance of the application is given.
14. The vendor, for activities undertaken before, during and after the event that are high risk activities, will provide a safe operating procedure for each high risk activity as soon as practicable once the application has been accepted. High risk activities include, but are not limited to, handling of foods that have the potential to cause serious illness, erecting a marquee, erecting and maintaining staging, working at heights, and use of electrical equipment and extension leads outdoors. High risk activities will be identified by the vendor holder as part of their risk assessment procedures.
15. The acceptance of the application is not transferable.
16. The vendor shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
17. No food or drink will be offered for sale by any vendor without the prior approval of Council. Council's Temporary [Food Stalls Code](#), [Mobile Food Van Code](#) and the [NSW Food Authority's](#) standards, guidelines and regulations will be applied. Food vendors must read and submit the required information for food stalls included in the Application Form.
18. There will be an inspection conducted by Council's Health and Safety Officer at least a day before the event
19. No music system or amplified sound to be used by any vendor without the prior approval of Council.
20. Stalls and exhibitors sites will be allocated by the Council and no allocated sites may be altered without the approval of Council.
21. The vendor shall ensure that its site or sites are left in a clean and tidy condition at the end of the event. If not, a cleaning fee of \$100.00 will be invoiced should sites be left untidy on departure.
22. The vendor must ensure that all equipment used for the activity is safe and meets relevant requirements (such as testing and tagging and weather proofing of electrical equipment; gas connections suitably checked and flammable gases suitably stored). Details of electricity requirements will need to be provided as part of the application, including the appliances used, current tag numbers, wattage and ampere (amp) of each plug.
23. All power leads must be supplied by the vendor and must be tagged and tested in accordance to AS3760. All equipment used at the event may be subject to testing and inspection on the day. If leads and appliances are not tagged and tested, Council's production supplier may be able to conduct this on the day for a nominal fee (approximately \$20.00 per item).
24. Vendors are not permitted to bring their own generator (or additional generator in the case of mobile food vans).

25. This acceptance of the application is liable to be revoked by Council if the vendor fails to comply with any of the conditions of these Terms and Conditions or may be revoked in any other justifiable circumstance.
26. This acceptance of the application will not come into operation until proof of the appropriate insurance, certification, licence and/ or registration, and safe operating procedures have been provided to Council.
27. The vendor must arrive and set up within the designated time and not exceed a speed limit of 10 km/hour on entry and while at the event site and follow all other conditions and terms of the Traffic Management Plan which will be provided once approved.
28. The vendor is responsible for his/her stall/tent which must be supervised at all times.
29. The vendor will take reasonable care for his or her own health and safety and that of his or her employees, and take reasonable care that his or her acts or omissions and that of his or her employees do not adversely affect the health and safety of other persons. The vendor holder will also comply, so far as the person is reasonably able, with any reasonable safety instruction.
30. At all times, the vendor will comply with industry standards relating to their activity as well as the certification, licences and registration conditions that they have submitted.
31. The vendor will provide and serve their product in 100% biodegradable materials unless otherwise agreed.
32. The vendor must immediately notify the Event Coordinator or their delegate of any emergency matters or significant risks that have arisen during the event.
33. The vendor must warn event participants and the public of any inherent risk associated with their activities. Where relevant, a waiver will be provided, signed and collected from the participant/public.
34. The vendor must pack up at the agreed/designated time to ensure there is no obstruction or inconvenience to the public or any other participant. This includes not exceeding a speed limit of 10km/hour and following all other conditions and terms of the Traffic Management Plan. No vendor can pack up or leave the Faire until after 5pm.
35. Vendors must ensure that their stalls are constructed and decorated to a high standard, preferably in a medieval theme. Signage, banners and visuals are encouraged as long as they do not invade the space of fellow exhibitors. Vendors are responsible for supplying all of their own tablecloths, signage, equipment and seating arrangements required to run the stall (other than power supply if pre booked/purchased). Vendors are encouraged to dress in medieval costume wherever practicable.

36. Prohibited Items

The following items are not to be sold or distributed from a stall (this includes free giveaways):

1. Helium Balloons
2. Balloons of any kind as free giveaways
3. Toy Guns (bubble guns are okay)
4. Modern items such as modern toys and plastics

The above list does not supersede all other responsibilities, obligations requirements and conditions lawfully required of a vendor.

37. Please be aware that Ku-ring-gai Council is in the process of developing Special Event Guidelines and will be looking at transitioning to their events becoming 'Single-use plastic free'. This will include items such as straws, serving ware, bags and cups. Please keep this in mind when applying to attend.