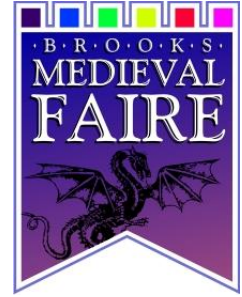




**Alberta Medieval Settlement
15th Annual Brooks Medieval Faire
August 11 & 12, 2018**



Vendor Package

We look forward to your participation in the 15th Annual Brooks Medieval Faire!

The attached Registration Form must be filled out. Send no payment now. Payment information will be included with your letter of acceptance. You are responsible for understanding what is required of you, as the Vendor, as laid out in this package.

Please read the entire registration package!

This is an outdoor event and will run rain or shine. As Brooks is known to be very windy all tents must be staked down with at least a 7 inch metal stakes which can be purchased at most hardware stores. Make sure you have a large enough hammer to sink the stakes – equipment such as this will not be supplied. Any tents with plastic stakes will have to be replaced or you will be asked to leave without a refund. Guide ropes and weights for poles is also advisable.

Set-up time will be open on Friday, August 10, 2018 from noon until 8:00pm and Saturday morning from 7:00am-9:00am. **All vehicles must be off the Vendor's Court by 8:30am** and complete set up is to be done for 9:00am when the gates are opened to the public.

All vendors must stay open until the 5:00pm closing time on Saturday and 5pm on Sunday. Tear down must be finished by 7:00pm on Sunday. Extra charges will be applied if trash or recycling is left on your site. This is a two day event and any booth that leaves early will not be asked to future events.

Power and water will not be supplied for Vendor's Court. All equipment needed for your booth is to be brought with you including tables and chairs. Please come prepared to do business - you must supply your own float, packaging and bags for your customers. **At at no time will an open flame be acceptable** - this includes candles, incense or sage. All vendors shall stay in their 10 x 10 space. At no times may a vendor walk around selling product, handing out written material or directing customers away from other booths. If this happens your whole group will be asked to leave without a refund.

Please remember that this is a Medieval Faire and there will be an expectations of costumes and to “dress up” your tent to fit the theme (something as simple as burlap table coverings, flags or banners). This adds to the overall look and feel of the Faire and we **do appreciate your efforts** to join in on the fun!

All products and services offered for sale must be listed on the application form. This is to your benefit – this ensures that there will not be duplicates or triplicates of products being sold. If anything is **not listed** and found on your table the Faire reserves the right to **ask that it be removed**. Failure to do so will result in the vendor being asked to leave without a refund. All food products must have an ingredient list with possible allergens listed.

Vendors' children must be closely supervised by their parents. It is unacceptable for them to bother other vendors while they are setting up or conducting business. Please encourage your children not to take advantage of samples or touch other vendors product.

Camping on the grounds is free of charge but there is limited space. **No campfires or open flame** will be allowed. Fire bowls are welcome. This is dry camping and no showers, hook-ups or power will be available. With your Vendor wristband The Lakeside Leisure Centre at 111-4th Avenue West, will allow you the use of their showers on Saturday, 11am to 6pm and Sunday from noon to 6pm. Access to drinkable water will be provided and porta-potties will be set up on site.

No pets of any kind will be allowed in Vendors Court – Certified Working Animals are the exception and a copy of their certificates must be attached to the registration form. You may keep your animal in your RV if camping on site. **Please be mindful of your pet in the heat!**

Alberta Medieval Settlement reserves the right to photograph/videotape the events and images of the Faire and to reproduce these images for future promotional purposes.

Please be aware that we will be adding your company name and email to our website and Facebook to promote your business – be sure to print legibly so we can make sure that your company can be properly represented.

Please include with your signed application form the Vendors Product List. All though The Faire does carry liability insurance, your equipment, inventory and person is not covered by our insurance. Carrying your own insurance is recommended but is not required unless you are a Food Vendor.

Alberta Medieval settlement reserves the right to restrict the numbers, size and type of Vendors who best meet the needs of the Faire. **Decisions from the Alberta Medieval Settlement Ltd are final.** You will be notified by email of your applications acceptance into Brooks Medieval Faire.

Alberta Medieval Settlement reserves the right to restrict the numbers, size and type of Vendor and to select **vendors who best meet the needs of the Faire** as determined by the Hosts. Decisions made by Alberta Medieval Settlement are final. You will be notified by email of your acceptance to vend at the Faire.

I have read and accept the requirements of The Brooks Medieval Faire. I understand that Alberta Medieval Settlement is not responsible in any way for any physical or property damage, loss of goods or liability associated with this event. By my signature I understand & accept all of the rules set forth on this application.

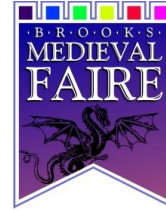
Signature : _____ Date: _____

We welcome one and all -

See you at The Faire !



Brooks Medieval Faire
Alberta Medieval Settlement
 (GST Registration No: 79533 2683 RT0001)
Vendor Registration



Business Name: _____

Main Contact: _____ Email: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Early bird - \$125.00 plus GST (before March 31, 2018)	Total: \$131.25
After March 31, 2018 - \$150.00 plus GST	Total: \$157.50

A very limited number of sites on the grass is available for \$175.00 plus GST (10x10 space)
 (Clothing vendors will be assigned first) Total: \$183.75

Food Vendors:
 Early bird: \$175.00 plus GST (before March 31st, 2018) Total: \$183.75
 After March 31, 2018 \$200.00 plus GST : Total: \$210.00

Number of spaces: _____ Total \$ _____

Number of Grass 10 x 10 spaces : _____ Total \$ _____

Number of Food Vendor site: _____ Total \$ _____

Friday Meet & Greet – Tickets
 \$20.00 + gst = \$21.00 No. of Tickets _____ Total \$ _____

Saturday Feast Tickets
 \$50.00 + _____ gst = \$52.50 No. of Ticket _____ Total \$ _____

Application Total \$ _____

Send no payment now – wait for acceptance letter to be emailed to you

