

Fill in the form either on the screen or by hand clearly and attach the form to your products. Please read carefully the Terms and Conditions – approval of the Terms and Conditions is a prerequisite for getting a selling place at the Medieval Market.

Products/photos and application must be sent as a package or letter post by Tuesday 21 March 2017 to the address: Association Turun Suurtorin keskiaika, Vanha Suurtori 3, FI-20500 Turku, Finland

1. Natural persons (private persons)

Name:

Birthday:

Full address:

Phone:

E-mail and web pages:

2. Associations and companies:

Official name:

Contact person:

Business ID:

Full address (incl. billing address, if needed):

Phone:

E-mail and web pages:

Prices:

Stall place, 2m x 2m (a vendor's own stall or a stall provided by the event organizer)

65€/day

230€ / all four days

Fast food place (the width of the place is 2m)

120€/day

450€ / all four days

Small market stand (size 100cm x 60cm) on Restaurant Teini's alley

50€/day

175€ / all four days

Additional space: 35€ / m in width / day

Electricity (only for food vendors) 10€/day

Notice that no VAT will be added to prices!

Request for market days:

- Every day 29 June – 2nd July 2017
- Thursday 29 June 2017
- Friday 30 June 2017
- Saturday 1st July 2017
- Sunday 2nd July 2017

Information on the stall:

- I will use a stall provided by the organizer (2m x 2m, additional space on request)
- I will use a stall of my own (width x depth)_____ (mandatory: please attach a picture of your stall)
- I want additional space (35€ / m in width / day) _____ m (e.g. one additional metre in width for four days costs 140€)

I will rent a medieval costume (50€ / 5 days), size _____

I need electricity (cost 10€/day). Please note that only vendors selling food are allowed to use electricity if products absolutely require it.

I use fire or gas in my stall. Explain the use and equipment below. The data is needed for the safety plan.

Request for a selling place (optional): _____

The organizer reserves the right to make changes to the selling places.

Information on products and prices:

(If necessary, in the separate appendix)

I have read the Terms and Conditions in Turku Medieval Market 2017 and agree to them and the organizers supplementary instructions (please check the box). Agreeing to the terms is a condition for participation. A vendor who does not follow the terms of participation after admonition may be removed from the event, in which case the rent for the selling place will not be reimbursed.

The application can be signed in the name of a company or association only by an authorised signatory of that company or organization.

Date

Handwritten signature and name in block letters

Terms and Conditions of Sale at the Medieval Market 2017

Vendors and products

The medieval spirit must be taken into consideration in products and packing as well as the decoration of the stall and the vendor's clothing. We appreciate uniformed product entities and products made from natural materials. For example, plastic is not suitable for the event's spirit and you may not pack the products in plastic.

The jury fills out an evaluation form for the products and determines if they are approved or rejected. Only approved products may be sold at the Market.

If a vendor or a person assisting in the stall does not have a medieval costume, the vendor is obliged to rent a costume from the event organizer (50€ / 5 days).

Application for a selling place

The application form must be filled in with care. The application form attached to product samples must be brought or sent by mail to the jury by Tuesday 21 March 2017. Notice also that the application form sent by mail must include some samples or good-quality colour photos of the products. The vendor is required to send the application and samples well in advance and choose delivery to the doorstep, as the organiser does not collect parcels from post office or any other pick-up point. We do not return samples by mail at our own expense.

An application for a selling place approved by the organizer is a contract binding on both parties, and it determines both the size and the rent of the selling place.

Terms of payment

The selected vendors will get an invoice for the selling place fee according to the information they have given in the application form. **The payment's due date is 17 May 2017.** The vendor should pay the selling place fee in one instalment before the due date and in any case before the event. If the vendor fails to pay on time, the event organizer will automatically assume that one has cancelled his/her participation in Turku Medieval Market.

If the vendor uses extra space during the Market without agreement with the organizer, the cost of the extra space will be charged in double afterwards. All space, which is used in width outside the width of agreed selling place, is considered as extra space. Extra charge for the space used without permission will be charged separately after the Market.

Cancellation

The vendor is obligated to inform the event organizer of a cancellation no later than 31st May 2017. In such a case the vendor is entitled to get his/her payment back with no extra expenses. If the vendor cancels later than 31st May 2017, the vendor can only receive the payment back in case of illness (a medical certificate is required).

If the selling place is not taken in custody by the accepted vendor, the vendor is yet fully responsible for all the payments. The vendor may not assign his/her selling place to another vendor, nor sell any products that are not approved by the jury.

Market stall or tent

The organizer determines the location of selling places by taking into account the product range, the area's appropriate use and vendors' wishes. The organizer has the right to decide whether the appearance and decoration of a stall are suitable for the Medieval Market.

The vendor may use his/her own market stall, booth or tent only if the organizer has approved this in advance. For safety, the tents must have weights, e.g. 30–50 kg's water cans attached to the tent structure. If the vendor does not have with him some weights for the tent, the organizer cannot give permission to set up the tent (fire inspector's requirement).

Insurance and guarding

The event organizer has a third party insurance which covers all damages caused to a third party by the organizer's equipment. The vendors are responsible for the damages they have caused to their own equipment, other vendors, the public, the organizer, or the event area. The vendors are responsible for their own insurances.

The event organizer arranges guarding to the market area every night during the event. Please note that only the constructional elements are supervised. Night guards are not responsible for the property left in the stalls.

It is strictly forbidden to leave products in selling booths or tents overnight. We will arrange an overnight storage space for vendors in the market area. Approved vendors will receive more detailed information in directions sent before the Market.

The organizer of the event can inform health officers if vendors selling food or beverages have left their products in the stalls.

Electricity

Electricity is only available for the vendors selling food or beverages if requested. The need for electricity has to be mentioned in the application form. We only deliver electricity according to the application in advance, and the costs for the electricity will be invoiced with the market place payment. It is requested that the vendors in need for electricity take their own outdoor extension cords for the distribution of electricity.

Licences

The event organizer will provide the required licences from the police, the department of emergency services and health officers for the event.

Selling food and beverages

The Association Turun Suurtorin keskiäika ry provides a list of food vendors at the Christmas Market to the food authorities. Food vendors must have their name and contact details visible in their selling space.

Food vendors must follow the guidelines for outdoor sales of food in the City of Turku. The guidelines include the following specification:

Vendible food must be kept on a selling table that is high enough and easily cleaned. Outside of sale hours, vendible food, selling equipment and accessories must be stored in appropriate places, where there is sufficient storage space at the proper temperature for food and where furniture cleaning and maintenance can be carried out properly and the furniture can be protected from external influences.

Food vendors must ensure that they have necessary licences for their activities. They must have sufficient knowledge of the food they sell, and they must ensure that they have a written self-monitoring plan, with which complying the vendor prevents hazards in food hygiene and the reduction of the hygienic quality of food. The self-assessment plan must be available in the selling space at the Market.

Pre-packaged foods must be labelled in accordance with the Food Act and related statutes. Labels must be in Finnish and Swedish.

Anyone selling unpacked products must have adequate and correct information concerning products, including their composition, storage and producer. The country or region of origin must be clearly indicated if failing to do so could be misleading.

Vendors selling unpacked food, such as food portions, should have a splash guard or other protection, which ensures satisfactory distance for hygiene between the customers and the prepared food products. Perishable food items may be sold in the cold device with a temperature of up to 6°C. Any food vendor, who handles unpacked, perishable food, should have a heated water container with a faucet for washing hands. Vendors should take into account that the health inspector may cancel the sale, until a proper hand washing post is operational.

If these guidelines are not followed, the inspection may, if necessary, stop the sale of food. For more information on outdoor food sales in the city of Turku, please contact Health Inspector Sanna Stark: tel. +358 44 907 3696 (from 8:30 to 9:30) or e-mail sanna.stark@turku.fi.

The organizer requires the use of natural alternatives in all food serving instead of plastic dishes. The dishes and the glasses must have a medieval look; no present-day see-through plastic mugs, napkins or paper plates are allowed.

Waste management

The vendors have to take care of the tidiness of their selling place. All waste must be carried to a large waste container that is in the market area. The vendors are not allowed to use little wooden dustbins placed around the market area.

Fire safety

Vendors using fire should follow the general laws and regulations and general instructions on fire safety. Food vendors must notify the gas cylinders and other flammable materials in advance. A vendor using fire or gas must keep a powder extinguisher (min. 6 kg) and a fire blanket in their stall at all times. Fire extinguisher used at public events should be examined once a year. Vendors using electricity must provide their stalls with a fire blanket.

Logistics

Vendors are allowed to bring their goods with a car, but the cars must be out of the area half an hour before the event starts (i.e. by 11:30). It is strictly forbidden to drive a car in the market area during opening hours. If necessary the security officers will prevent cars from coming to the area.

General regulations

The organizer reserves the right to changes. The vendors must follow the laws, rules and orders that have been passed on entrepreneurship and taxation in Finland. The Terms and Conditions in Finnish are kept as a basis when dealing with possible interpretations. Disagreements in the interpretation of these Terms and Conditions are resolved at the Turku District Court under Finnish law. By signing the application for a selling place at the Medieval Market a vendor commits to comply with all Terms and Conditions of Sale and the instructions provided by the organizer to supplement these Terms and Conditions.