

## **JORVIK Viking Festival 2019 - 10th Century Traders**

Please read the following terms and conditions **before** completing your booking.

**By completing your booking you agree to be bound by the following.**

### **Terms and Conditions**

#### **General**

1. All bookings are accepted at the discretion of York Archaeological Trust ("YAT"). Jorvik Viking Festival has a strong reputation for providing a first-class experience. In order to protect this, should we consider that there are too many vendors of the same type, or the quality of wares offered by the vendor are not satisfactory or are not appropriate, we reserve the right to cancel your booking and refund you any monies paid, such decision being made on a first come first served basis. All decisions by YAT are final.
2. Each pitch costs £90 for the weekend. Therefore two pitches for the weekend will cost £180.00.
3. Electricity costs £15 per vendor for the weekend. Please be aware we are not able to provide all pitches with electricity, so only ask for it if you need it.
4. If you wish to cancel your booking then you must provide at least 6 weeks' notice ("Cancellation Notice Period") (i.e. by the latest 11th January 2019). You can do this by email to [festival@yorkat.co.uk](mailto:festival@yorkat.co.uk). If we are unable to replace a table/pitch then you will be subject to a cancellation fee of £50.
5. Consuming alcohol or any illegal substance is strictly prohibited at either site including during setup/takedown. Anyone found in possession of either will be asked to leave immediately and will not be considered for future events.

#### **Location**

6. Merchant Adventurers' Hall ([www.merchantshallyork.org](http://www.merchantshallyork.org), postcode YO1 9XD) can be accessed from both Fossgate and Piccadilly by pedestrians. However, only Fossgate is to be used for trader set-up and take-down. Fossgate is a one way street (heading towards Stonebow) and vehicles must not block the road. There is level access from the Fossgate side, with an alleyway between the road and the Hall itself. Bringing a trolley to move items is recommended.
7. There are two floors within Merchant Adventurers, with stairs and a lift between them. Both floors will be used for Traders. The lift must only be used for moving people, not goods, unless specific permission is granted by the site manager.
8. There are no parking facilities on site. You will need to make your own arrangements for parking.

#### **Pitches**

9. There is a maximum of two 6ft x 3ft pitches per company to ensure the widest possible variety for visitors to enjoy. Any duplicate bookings will not be valid.
10. No stall-holder has a guaranteed pitch or pitch location.
11. Any requirements, eg accessibility, affecting potential pitch location must be specified in the box marked "additional information" on the checkout page. We will endeavour to meet these requests, but cannot guarantee it. We do not hold information on preferences from previous years, so please put down any requirements even if you have specified them in previous years.
12. If you require electricity, please tick the box marked Electricity.

13. Each pitch is a 6ft x 3ft table with approximately 2ft space behind the table. If you do not require a table please say so in the box marked "additional information" on the checkout page.
14. Two chairs per pitch are provided
15. Tablecloths are not provided.

### **Outside Pitches**

16. There is space in front of the Merchant Adventurers' Hall entrance for two outside pitches on stone flagged surfaces. Each space is 4m by 2m. These spaces are provided at the discretion of Merchant Adventurers' and there is no possibility of more becoming available.
17. These pitches are limited to ONE pitch per trader and are strictly first come, first served.
18. Each trader must provide their own tent/shelter.
19. The grass area must not be walked on or encroached on to by pitch displays.
20. There will be a small amount of space available to store any valuable or fragile products inside the venue overnight, however the bulk of any display will have to stay outside the building overnight. The site will be locked overnight.
21. There will be no electrical supply to these pitches.
22. Please come prepared for bad weather. The Jorvik Group cannot accept responsibility for any damage or loss incurred due to environmental conditions.

### **Timings**

23. Set up times are from 17:30 - 21:00 on Thursday 21st February 2019 and from 08:00-09:30 on Friday 22nd February. Set up must be completed by 21:00 on the Thursday and by 09.30 on the Friday to allow the event to start at 10:00.
24. 10th Century Traders will be open to the public 10:00-16:00 every day.
25. Stalls may not be removed until after 16:00 on Sunday 24th February.
26. Due to access restrictions, we may decide to implement staggered set-up times. If we do so, you will be required to adhere to the time given to you. Otherwise, please be aware that there is limited loading space. If there is no room to safely park your vehicle for unloading purposes please move on and return at a later time. Do not block Fossgate.

### **Insurance**

27. You must have adequate insurance in place, with a minimum of £2,000,000, on an "aggregate" basis for Product Liability and £2,000,000 on an "any one claim" basis for Public Liability. Once your booking is complete please email a copy of your insurance to [festival@yorkat.co.uk](mailto:festival@yorkat.co.uk). If you do not provide a copy of your insurance prior to the start of the festival you will not be able to trade.

### **Display Equipment**

28. All electrical items must be PAT tested or within a 12 month manufacturer's warranty. Please bring proof of this to the event.
29. Objects can be leaned against the walls, but not against paintings or any other furnishings, and nothing is to be stuck/pinned/blue-tacked to the walls.
30. Any objects with sharp or heavy bottoms resting on the floor must have a protective layer under them to prevent damage to the floor.