



Terms and Conditions

For Stallholders, Merchants & Demonstrators

10th, 11th & 12th July 2026

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 marketplace form a very important element of the Abbey Medieval Festival. More than 80 merchants take part annually, selling food, arts, crafts, and weapons.

The Abbey Museum sets high standards for its vendors and is constantly refining the requirements to maintain our reputation as Australia's most authentic medieval 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 ambience 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 (Abbeystowe) and program to support your presence as a merchant stallholder at the Abbey Medieval Festival.
- b) The Stallholder Coordinator will be available for consultation and advice prior to the event, and support services during the event.

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. 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 are required to exhibit sensitivity in their choice of dress and mannerisms. Festival Management does not condone the perpetuation of intolerance or prejudice. Displays of racism, sexism, homophobia, ableism, or other forms of bigotry in the name of 'historical accuracy' will not be tolerated.
- c) All stallholders/merchants are required to co-operate with other stallholders, service providers, contractors, event management and staff 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.
- d) 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 stallholder, their staff, or their representative to be inappropriate they will issue a "breach notice" to correct the inappropriate behaviour. This notice will be in written format with copies retained by the Public Safety, Operations and Risk Manager. If this notice is not adhered to the Festival Management will require and authorise the individual's removal from the site. The Public Safety, Operations and Risk Manager (PSORM) reserves the right to remove any person that is intoxicated or through any act or omission poses a threat to another person or damage to the festival infrastructure without issuing a breach notice.
- e) All stallholders/merchants must always abide by the Code of Conduct.

3.0 ATTENDANCE

3.1 Responsibilities of Stallholders/Merchants:

- a) You the Stallholder will not have your position secured on site until both full payment of invoice and bond details have been received by Abbey Museum of Art and Archaeology. The deadline for this is **30th April 2026**.
- b) If for any reason you are unable to attend the Festival, including emergency closure on one of the Festival days, you are to inform the Stallholder Coordinator as soon as possible via either email (marked urgent), SMS or phone call.
- c) If a confirmed stallholder who has paid site fees wishes to cancel the contract before **30th May 2026**, the festival committee will refund up to 50% of the total fees if the Stallholder has fully paid all invoices. Cancellation received *on or after 30th May 2026* will result in no stall fees being refunded.
- d) The Abbey Medieval Festival will refund a minimum 50% of stallholder fees if the Abbey Medieval Festival is rendered impossible due to recognised health threats as determined by the World Health Organization, or local government authority or health agencies (including but not limited to the health threats of COVID-19 or similar infectious diseases) or any law, order, decree, rule or regulation of any governmental or other authority. Full refunds may not be possible due to costs remaining the same for organisers.
- e) Stallholders/merchants must be on-site during the opening hours of the event. On Friday July 10th, **all stallholders must be ready by 9:00 am** and on July 11th and July 12th, **all stallholders must be ready by 8:00 am** with their stall area checked and all

inappropriate items hidden away. **All vehicles must be offsite or parked in designated areas by 8:30 am on Friday and 7:30 am on both Saturday and Sunday of the Tournament Weekend.**

- f) Stallholders requiring power are required to be set up by **3:00 pm Thursday 9th July 2026** for a mandatory power and safety check. If you are ready prior to this, you must visit the Public Safety tent near the front gates and request an earlier safety check from the PSORM.
- g) Must be aware of the times that the gate for public will be opening and closing each day:

	Gates Open	Gates Close
Friday	9:30 am*	2:30 pm*
Saturday	8:30 am	4:30 pm
Sunday	8:30 am	4:30 pm

**Friday opening/closing hours subject to change, final opening times will be clearly communicated to all vendors prior to the event.*

- h) All vendors must be completely off site by Monday 13th July 2026 by 12:00 pm, this includes having their site packed away and **all rubbish removed**, including all small rubbish such as food and product packaging, desiccant packs, zip ties and zip tie ends. Stallholders will have access to skip bins around the site until this time. Failure to leave your site in a reasonable condition after the Festival, or leaving behind any materials, packaging, equipment or infrastructure after Monday 13th July may result in a charge being issued against your bond.
- i) **All approved stallholders are required to provide accurate payment information for the purpose of bond prior to their arrival at the Festival site.** A stallholder may be charged up to the total bond amount communicated to them prior to the Festival dependent on their stall type. Upon exiting the Festival grounds, if a stall site is found by the Stallholder Coordinator, Event Manager or other authorised personnel to present in an unacceptable condition, a charge may be issued against the responsible stallholder to cover the costs of repair and/or cleanup as necessary.

A stallholder may be issued a charge against their bond for a variety of reasons at the discretion of the Event Manager. These reasons include but are not limited to:

- Deliberate and permanent alteration to the site and/or its facilities;
- Rubbish and/or significant food waste being inappropriately disposed of;
- Cost of materials, labour and/or equipment required to bring a stall and/or its staff into compliance with the Terms and Conditions, the Code of Conduct, the Abbeystowe site induction, and/or the *Stallholder Requirements* document in situations where a stallholder significantly fails to adhere to communicated Stallholder Requirements;
- Cases where damage and/or costs are incurred as a result of direct stallholder interference (either themselves or their staff) with fixtures, rental equipment, infrastructure and/or facilities while on site.

The bond requirement may be fulfilled in one of several ways-

- The Stallholder calls the office of the Abbey Museum of Art and Archaeology between 9am and 4pm, Monday – Friday, on (07) 5495 1652. Authorised staff will take the Stallholder’s payment information, which is stored securely for the duration of the Festival. Post-Festival the payment information will be used to issue a charge if the Stallholder’s site is left in an unacceptable condition, otherwise the information is securely destroyed;
- Stallholders can drop a cheque for the total bond amount required for their stall type to the front desk of the Abbey Museum of Art and Archaeology (31 The Abbey Place, Caboolture QLD, 4510), where it will be handled by the accounts team and securely stored, cashed, and/or refunded as necessary post-Festival;
- Stallholders can request the PayPal account information for the Abbey Museum of Art and Archaeology and pay the total bond amount required for their stall type to this account. Post-Festival, any charges incurred against the bond will be deducted if necessary and the remaining amount returned to the Stallholder.

4.0 QLD HEALTH REQUIREMENTS

Stallholders must satisfy all QLD Health requirements that are applicable in the lead up to, and on the days of the festival.

Stallholders may also be required to:

- Check-in and check-out of the site.
- Ensure that their stall is set up in a manner that prevents or manages pedestrian queueing and ensures no crossover of pedestrian walkways.
- Not offer self-service food or beverages.
- Not have tables and chairs set up near their stall.

5.0 STAFFING

5.1 Responsibilities of Festival Management:

- a) Provision of appropriate accreditation for all stall staff on entry to the site. No accreditation will mean **NO ADMITTANCE** without payment.
- b) Provision of extra staff accreditation is at a discount price **BUT** must be arranged in advance. Changes to the number of staff needed will not be accepted after COB Friday 19th of June 2026.

5.2 Responsibilities of Stallholders/Merchants:

- a) Prior to the event, you the Stallholder must provide the Stallholder Coordinator with a completed list of all staff and their details (name, e-mail address, mobile phone number). No persons will have access to the site without these details, under any circumstances. This information must be provided to the Stallholder Coordinator **by Friday 19th June 2026**. Final staff numbers must be received by the Stallholder Coordinator by no later than COB Friday 19th of June 2026.
- b) All staff will be required to complete an online WHS Induction and sign the Abbey Museum of Art and Archaeology’s Code of Conduct. You the Stallholder will be

provided the online links to these forms via email and you are responsible for ensuring **all** personnel complete the WHS Induction.

- c) Provide a written risk assessment of your stall site.
- d) Stallholders will be required to always wear accredited identification.
- e) Stall managers/owners will provide all their staff with accreditation provided to them by Festival Management.

6.0 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.

6.1 Responsibilities of Festival Management:

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

6.2 Responsibilities of Stallholders/Merchants:

- a) Stallholders must provide copies of the following:
 - i. **Food Safety Certificate** or equivalent from the City of Moreton Bay Council.
 - ii. **Appropriate QLD Food Licensing.** If the food licence provided is approved to a particular registration number (a mobile food license using a mobile kitchen for example) or specific Australian Business Number, the vehicle brought to the Festival and ABN provided must match the information provided on the food license.
 - iii. **Liquor Licence or Permit** if selling bottled alcohol.
- b) As the Festival occurs in the City of Moreton Bay, please check directly with the Moreton Bay Council's Environmental Health Team at least 30 days prior to the event to determine what licence is required for your stall. Call (07) 3202 0555 | Email council@moretonbay.qld.gov.au
- c) Stallholders must always display the required documents listed in 6.2(a) while at the festival.
- d) 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. To further discourage patrons from consuming sealed alcohol purchases on site, Festival Management also requires alcohol vendors to create at least one additional barrier in the form of a heat shrink sleeve, stapled paper bag, or equivalent.
- e) All utensils, serving and packaging materials for food service **must at minimum** be bio-degradable to the standard set out in the Australian and New Zealand Compostable Certification **AS 5810-2010**. Serving materials should also be made

using **recycled products where possible** and be **sustainably sourced** as per the Abbey Medieval Festival Stallholder Sustainability Policy (see Section 14.0).

f) **The following are strictly forbidden:**

- 1) Plastic cutlery
- 2) Plastic serving and packaging materials
- 3) Plastic bags
- 4) Patterned straws
- 5) Patterned cups

Contact the Stallholder Coordinator for a recommended supplier.

7.0 BUMP-IN/BUMP-OUT

7.1 Responsibilities of Festival Management:

a) Abbessstowe will be open for **bump-in access from:**

Wednesday 8th July 2026	1.00 pm – 4.00 pm
Thursday 9th July 2026	7.00 am – 5.00 pm
Friday 10th July 2026	6.00 am – 7.30 am

- b) **No setting up or camping any earlier than 1:00pm Wednesday 8th July 2026** without prior written permission of the Event Manager. Contact the Stallholder Coordinator if you require earlier access to the site.
- c) The Stallholder Coordinator or an authorised representative will provide a list of what tasks need to be completed by stallholders prior to bump-in via the nominated email address provided in the application form.
- d) Access to site for bump-in **strictly closes at 5:00 pm on Thursday 9th July**. This is due to daylight hours.
- e) For the safety of stallholders, their staff, and our volunteers, **strictly NO set-up is allowed after sundown**.
- f) **Please note changes to access to site for bump-in from Friday 10th July 2026**. There will be **no** bump-in either Friday afternoon **or** Saturday morning, and Friday morning bump-in times have been reduced. If this will affect your ability to attend the Festival, please notify the Stallholder Coordinator at as early as possible. **All stalls attending for the weekend must be set up prior to Friday 10th July 2026**.
- g) For stalls requiring power, power costs cover a connection to the stall site **from 5:00 pm on Thursday 9th July 2026** for cold rooms and food preparation purposes. Power from 12:00 pm Thursday 9th July 2026 is available for a fee if early access is required. The Stallholder Coordinator must be made aware in advance if you require early power access. **Power will be turned off at 8pm on Sunday 12th July 2026**.

Power requirements must be indicated during the application process. Powered stalls will be subject to a **mandatory electricity and safety check from 3:00 pm on Thursday 9th July 2026**. All equipment being used over the three days must be set up and ready for inspection at this time. If you are ready prior to this, you may visit the

Public Safety tent near the front gates and directly request an early safety check from the PSORM.

- h) Bump-out is from approximately 5:30 pm on Sunday July 12th. Stock can be packed up on site from 4:30 pm, but **no vehicles can be brought onto the site until the Public Safety, Operations and Risk Manager has deemed it safe to do so. See Section 8.2 for more details.**
- i) Power for cold rooms is **not available after 8:00 pm Sunday 12th July 2026**. Please ensure all perishable food products are removed from your cold rooms prior to this time.

7.2 Responsibilities of Stallholders/Merchants:

- a) Stallholders **must** arrive within the designated bump-in windows outlined in 7.1(a). Stallholders should also alert the Stallholder Coordinator what day they plan to arrive to assist in rostering of volunteer helpers.
- b) Stallholders must comply with all directions given to them by bump-in staff, including speed limits, traffic flow direction of the service roadway (ringroad), using hazard lights, dashboard signage, entering the site through the correct site access gates, only driving on the field when and where indicated, maintaining thoroughfares for other vehicles when indicated, parking in correct zones, etc.
- c) Stallholders must supply all required paperwork, certificates and licenses to the Stallholder Coordinator and ensure all fees are paid **prior** to arrival at bump-in. Required documentation and outstanding fees are communicated prior to the Festival, and it is the responsibility of the Stallholder to ensure they have provided all necessary documentation prior to their arrival for bump-in. Failure to do so will result in delayed access to the site, or outright denial of entry.
- d) Stallholders **must** take the time to give their site and stall a second viewing to ensure all modern items such as mobile phones, tablets, laptops, gaming devices, CD players, eskies, chairs, storage tubs, clothing, etc, are all hidden from view. A joint effort by everyone in the Marketplace is required for us to replicate the look, feel and excitement of a medieval marketplace.
- e) Stallholders **must not** bring vehicles onto the site before the Public Safety & Risk Manager has given permission on any of the Festival days. Doing so may result in a breach notice.
- f) **All vendors must be completely off site on Monday 13th July 2026 by 12:00 pm, this includes having their site packed away and all rubbish removed.**

8.0 VEHICLES

8.1 Responsibilities of Festival Management:

- a) A Designated Parking Area will be provided for all stallholders/merchants.

8.2 Responsibilities of Stallholders/Merchants:

- a) Stallholders must not bring their vehicle into the Event site area at any time during the Event other than during the designated time specified for bump in/out. Due to

the site access and service (ringroad) roadways being used as pedestrian thoroughfares during Festival hours, **vehicle access into and around the site is closed for a period of time prior to, during, and after the Festival each day.**

- b) Vehicles are permitted on the Abbeystowe grounds **ONLY** during the following hours for morning access:

Friday morning	5.00 am – 8.30 am
Saturday morning	5:00 am – 7.30 am
Sunday morning	5:00 am – 7.30 am

Afternoon access is only permitted after the site has been reopened for vehicle access (see 8.2 [d]) on all three Festival days.

- c) Cars are allowed back on the grounds only after the public has been cleared from the site.
- d) The Festival's Public Safety, Operations and Risk Manager or his designee will give the go ahead for cars to come back onto the site.

Approximate times are:

Friday afternoon	3.30 pm
Saturday evening	5:30 pm
Sunday evening	5:30 pm

- e) All vehicles must be off site or parked in Designated Areas **by 7:30 am on Festival Weekend days and 8:30 am on Friday.**
- f) The owner's **name, phone number and stall name** must be prominently displayed on the dashboard of their vehicles using the Abbeystowe Stallholder dashboard sign (this will be provided prior to the event). All information must be written in large block writing with a black marker pen and clearly visible from outside the vehicle.
- g) To minimise congestion - only one car per stall is allowed onsite at any given time during setup or pack down.
- h) Any vehicle parked in the Stallholder Designated Parking Area is not permitted to be moved while members of the public are on site. Any vehicle movement from the Designated Parking Area while public are on site is at the discretion of the Public Safety, Operations and Risk Manager, contactable through the Public Safety tent near the front gates.
- i) If stallholders are found to be moving vehicles in contravention of 8.2 or exceeding the signed speed limits, you will receive a written warning from the Public Safety, Operations and Risk Manager. **Significant violations may result in immediate expulsion by PSORM without prior written warning in the interest of public safety.**

9.0 YOUR STALL

9.1 Responsibilities of Festival Management:

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

- b) Abbey Medieval Festival cannot guarantee site preferences. It is at the discretion of designated event staff to position the stalls in consideration of the overall market design and visitor experience. Placement may be changed at Abbey Medieval Festival's absolute discretion at any time, without being liable for any claim or losses.

9.2 Responsibilities of Stallholders/Merchants:

- a) Pre-marked site boundaries must be observed, and all goods, equipment, displays, storage and supplies are to be contained **within this area only**. Items must not impact pedestrian thoroughfares or impede on neighbouring stall boundaries. It is the Stallholder's responsibility to ensure everything in or around the stall is securely anchored and capable of withstanding strong winds and adverse weather conditions.
- b) All stalls must be medieval in theme/presentation, attractive, neat, clean and environmentally friendly. Please refer to the *Stallholder Requirements* document for appropriate and acceptable presentation of stalls. Explicitly modern equipment is **not** to be visible during Festival opening hours. This includes the presentation of the stall infrastructure itself (modern pop-up marquees must have plastic covers, all logos, and all aluminium framing covered, for example). Failure to adhere to these requirements may result in a bond deduction if the Event Manager or Stallholder Coordinator deem it necessary to supply equipment, labour and/or materials to disguise a stall that is non-compliant with the medieval requirements of the Festival.
- c) When leaving the Festival site, you must leave your vacated site in the same condition as on your arrival. **A bond charge may be incurred to clean up any leftover rubbish on a stall site - this includes delivered trays, food and food scraps, packaging materials, price tags, cable ties and other items, regardless of biodegradability.**
- d) **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 (**not whiteboards**) are encouraged for food vendors.
- e) Stallholders are required to adhere to the stall dressing and display requirements laid out in the *Stallholder Requirements* document.

10.0 COSTUME AND CHARACTER

10.1 Responsibilities of Stallholders/Merchants:

- a) Stallholders must ensure that there is no modern clothing or accessories worn by themselves or their 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 are required to adhere to the staff costuming requirements laid out in the *Stallholder Requirements* document.
- c) Stallholders must remember:
- Use natural fibres! 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 yellow, blue, 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 jewellery.
 - Keep makeup minimal, and no obvious fingernail polish.
 - 'Goth' inspired clothing is not acceptable.
 - **Banned items** are not to be visible: e.g. wristwatches, mobile phones, sunglasses, bum bags, scrunchies, modern hair clips, runners / sandals / sneakers, all plastics. These items detract visually from the overall event.
 - **See the *Stallholder Requirements* document for a more comprehensive list of costuming requirements.**
- c) **Demonstrators** - need to be aware of the tools they are using and take 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, my Liege, Good Sir, Good Lady,' etc. is appropriate. Your customers will appreciate it.

11.0 EQUIPMENT

11.1 Responsibilities of Festival Management:

- a) Access to appropriate **hire stalls is available**; however, there is a **limited number** of authentic style stalls available for hire. Request for hire is available through the application form or by emailing the Stallholder Coordinator. Securing a hire stall upon request is dependent on availability and will be decided on a first-come-first-served basis.
- 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.

11.2 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.
 - Vendors who already have stalls made of modern materials (e.g. plastic cover, aluminium frame marquees) are permitted to use them IF they can **securely**

- and completely** cover them with a throw-over, sacking or equivalent disguising. Burlap, naturally coloured calico or old white sheets are ideal.
- Modern seating such as camp chairs are discouraged. If they are used they must be securely and completely covered as per the requirements for modern stalls above.
 - Materials were often rough, earthy colours, mostly solids, rarely prints.
 - Signs with pictures and not words are preferred.
 - Banners and flags with symbols are bright and can promote your business.
- c) Full details of structures and/or vehicles that will be used at the Festival and the intended stall dressing must be provided in the application form.
- d) Must ensure that all tents, marquees, displays and structures are properly secured and/or weighted down so as not to pose a safety hazard.
- e) **Must ensure all guy ropes sit within your allocated stall site.**
- f) If you are at all concerned about your structures, remember hire marquees and other equipment may be available as detailed in 11.1 (a).
- g) Should any safety concerns regarding your site be identified, you are required to contact the Stallholder Coordinator and/or Public Safety, Operations and Risk Manager **immediately**. The Stallholder Coordinator will be available onsite, and the Public Safety, Operations and Risk Manager is based next to the Ticket Entry gates.
- h) Must abide by the directions of the Public Safety, Operations 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.

12.0 PRODUCTS

12.1 Responsibilities of Stallholders/Merchants:

- a) All products/services must be medieval in content - only pre-approved items may be sold in the marketplace. See the *Stallholder Requirements* document for a more comprehensive list of appropriate and inappropriate items.
- b) Merchants who bring goods which are not approved or are clearly different from the information/photos supplied during the application process will be asked to remove the inappropriate* items/products. If the majority of the stall is not compliant in keeping with the Medieval theme, then the entire stall will be closed and covered for the duration of the Festival and there will be no refund of site fees. If the Stallholder is not cooperative in this matter, they will not be invited to return to future Abbeystowe Events.

Inappropriate items broadly are **products that were not available in Europe or the Middle East between 500 – 1500 AD. Please note this is slightly different from the overall Festival time period of 600 -1600 AD.*

- 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 discreetly 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, and they should not be prominently displayed.

- 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 Act and face potential penalty and prosecution from police. The Public Safety, Operations and Risk Manager holds a register of pre-approved weapons that form a part of a person's costume.

13.0 THE FESTIVAL SITE

13.1 Responsibilities of Festival Management:

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

13.2 Responsibilities of Stallholders/Merchants:

- b) A standard stall size is 4m x 4m. All ropes and overhanging items must fit within this space. If you require more room, you may request a larger size in your application. This will only be approved if space 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.*

- c) It is essential that stallholders accurately detail the amount of space required. Please ensure that the total length and width of your stall is considered when giving this information, including all guy ropes, cold rooms, trailers, storage and back-of-house equipment.
- d) If more space is required, a request must be made in writing to the Stallholder Coordinator no less than three (3) months prior to the Event.
- e) Stallholders must not drive onto grass areas. Stallholders **must** abide the site speed limit of 10km/hr, use their hazard lights, turn off the radio and open the window, follow the service roadway (ringroad) in a clockwise direction, give way to all pedestrian and animal traffic, and follow all instructions given by Festival staff when operating a vehicle on site.

14.0 WASTE MANAGEMENT

14.1 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.

14.2 Responsibilities of Stallholders/Merchants:

- a) Abide by the Festival *Stallholder Sustainability Policy*.
 - Reduce the amount of resources used.
 - Pursue sustainable usage of the resources that are used.
 - Prevent the unnecessary production of waste, including packaging and serving materials.
 - Minimise the impacts of their actions on the environment.
- b) Polystyrene (including and labelled disposable, recyclable or biodegradable) is **not allowed**.
- c) Single-use packaging and serving materials must be biodegradable to the minimum standard set out in the Australian and New Zealand Compostable Certification **AS 5810-2010**. These materials should also ideally be made of recycled material and ethically sourced.
- d) Drinks sold in single-use bottles or cans should be avoided, with the exception of bottled water. Bottled water must adhere to the recyclable requirements laid out in 14.2(e).
- e) Containers used for the serving of drinks, produce and food must be recyclable if biodegradable options are unavailable. Drinks, produce and food, as well as their containers must also adhere to the requirements laid out in the *Stallholder Requirements* document (e.g. soft drinks are **not** permitted). 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.
- f) Oils must be disposed of into the correct vessel and be taken offsite by the vendor at the conclusion of the Festival. Any significant accidental spillage must be reported to the Event Manager immediately.
- g) Oil, contaminated water or any other potentially hazardous or flammable materials **MUST NOT** be poured down sinks or drains, or disposed of in skip bins.

ABBEY MEDIEVAL FESTIVAL'S STALLHOLDER SUSTAINABILITY POLICY

INTRODUCTION:

The Abbey Medieval Festival (AMF) is committed to reducing our carbon footprint and is working towards environmental sustainability. The requirements in this policy are guided by the Abbeystowe Sustainability Plan (2024).

AIM:

The AMF aims to reduce the waste created and Co2 emissions over the course of the event. To do this, AMF has implemented a sustainability policy for Stallholders. As part of their participation in the AMF, Stallholders are required to adhere to the policies listed here.

STRATEGY:

- Prohibiting the use of non-biodegradable packaging;
- Encouraging Stallholders to use low impact products, including recycled goods;
- Encouraging Stallholders to utilise the correct waste receptacles for recyclable materials, organic matter, and non-biodegradable items;
- Encouraging Stallholders to use local materials and ingredients in the production of their stall product;
- Encourage Stallholders to minimise emissions through the availability of camping options on site over the festival weekend;
- Encourage Stallholders to reduce power consumption by turning off electrical devices when not in use.

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

- Offering Stallholders options of low impact product suppliers on request;
- Supplying bins for general waste, recyclable products and cardboard;
- Providing camping facilities to stallholders who apply and are approved; and
- Assist vendors in identifying local suppliers for materials or ingredients if requested.

Officers of the AMF will conduct compliance checks throughout the duration of the event, to ensure that stallholders 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 Public Safety, Operations and Risk Manager on 1300 660 398

15.0 WATER

15.1 Responsibilities of Festival Management:

- a) Water points will be provided at two central points. These locations will be indicated to Stallholders on the provided site maps.

16.0 POWER

16.1 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 and accurate requirements on their initial application form.**
- b) The Site Coordinator, Contractors and/or their staff will run power cables from the generators to several locations onsite for stallholders to plug their leads into. The stall site areas being those requested in the application process and paid for in full prior to the event.
- c) All power to be used on the event site must be sourced through this system; there are to be no independently run generators.

16.2 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 at least three months in advance of the event.
- b) It is the responsibility of the Stallholder to provide accurate power requirements for the equipment they intend to use at the Festival. Any loss of power as a result of overloading the provided supply may incur a charge against the Stallholders bond to cover extra power required. Any loss of income, equipment or product as a result of excessive power draw is not the fault of the Festival or Abbey Museum.
- c) Late adjustments to power requirements may be discussed with the Stallholder Coordinator or Event Manager, but due to hiring of equipment there is no guarantee that these requirements can be met.
- d) It is up to the Stallholder to connect to the power source once access has been given.
- e) Stallholders are under no circumstances permitted to disconnect or troubleshoot power issues coming from the equipment installed by event staff or contractors, regardless of their experience with industrial electrical equipment. Any issues must be immediately reported to event management so issues can be rectified by authorised individuals. Any damage to hired infrastructure or equipment as a result of stallholder handling may result in a charge being made against the Stallholders bond to cover damage costs.
- f) Stallholders under no circumstances are permitted to drive on or over power cables that have been installed for Festival use. If vehicle access is required to an area blocked by power cables, Stallholders must alert the Stallholder Coordinator or Event Manager, who will either provide alternate access or cable covers if available to

allow access. Unplugging cables from power stations to provide access by Stallholders or any other unauthorised individuals is strictly prohibited.

- g) Stallholders 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*.
- h) **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. An electrical check will be conducted by the AMF designated electrician. Any appliances or leads that do not carry the PAT tag will incur an on-the-spot testing and tagging fee payable by the Stallholder.**
- i) Abide by direction from the Public Safety and Risk Manager or his designee. All electrical equipment will be inspected as part of the Festival Safety Audit. As part of this process the Festival Executive, through the Public Safety, Risk and Operations Manager, reserves the right to disconnect and remove non-conforming equipment from site.
- j) 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.
- k) **On-the-spot checking of electrical usage will be conducted. Any Stallholder found to be using more power than they have purchased will be fined for the extra usage and the amount will be deducted from their bond. Stallholder lists of electrical appliances and purchased power requirements will be supplied to the designated AMF electrician to efficiently undertake these checks.**

17.0 LIGHTING

17.1 Responsibilities of Festival Management:

- a) Provide lighting to illuminate the general site during the twilight period 5:00 pm – 8:00 pm.

17.2 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 16.

18.0 GAS

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

18.1 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.

18.2 Responsibilities of Stallholders/Merchants:

- a) Comply with all Department of Natural Resources and Mines 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.
- b) **Stalls using gas appliances:** All gas appliances must have a compliant Australian Gas Association (AGA) Approval Sticker. Cylinders must be secured to prevent dislodgement.
- All vendors using gas** in any part of their operations must complete a **QLD GAS SAFETY SELF-CHECK LIST**. These can be located at https://www.resources.qld.gov.au/_data/assets/pdf_file/0006/374505/lpg-safety-checklist.pdf
- c) **The completed check list must be brought to the event to be produced if requested as part of the Festival safety audit. It must also be uploaded as part of the induction process.**

For more information regarding electricity and/or gas safety regulations, contact the Queensland Department of Natural Resources and Mines.

19.0 SMOKING AND VAPING

19.1 Responsibilities of Festival Management:

- a) Designated Outdoor Smoking Areas (DOSAs) will be provided at selected locations around the site. Smoking and vaping is **not permitted** in any other areas at any time prior to, during or after the Festival. **Locations of DOSAs will be provided to Stallholders on the provided site maps.**

19.2 Responsibilities of Stallholders/Merchants:

- a) No Stallholders or staff will smoke or vape outside the designated outdoor smoking areas (DOSAs), including after hours.

20.0 INSURANCE

20.1 Responsibilities of Festival Management:

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

20.2 Responsibilities of Stallholders/Merchants:

Proof of Public Liability Insurance with a minimum coverage of **\$20 million** must be provided to the Stallholder Coordinator prior to the event. The Certificate of Currency **MUST** also be uploaded as part of the Induction Process to be completed no later than by no later than 5th June 2026.

21.0 SECURITY

Stallholders are responsible for their own stall security and monies. No responsibility is taken by the Abbey Medieval Festival for theft, loss, or damage.

22.0 IMPORTANT INFORMATION

22.1 FIRE AND OTHER EMERGENCIES:

In the event that a partial or complete evacuation is required you will be expected to listen 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 2008*, there are several specific items for the vendors and stallholders.

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;**
3. All extinguishers must be dated and tagged in accordance with AS 1851; **and**
4. 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;
5. Failure to supply the appropriate extinguishers and blankets will result in the closure of your stall for trading.

22.2 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.

22.3 LIABILITY

Stallholders occupy and utilise the site at their own risk, and releases the Abbey Museum of Art and Archaeology, 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, Code of Conduct or the Terms of this Agreement.

22.4 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 forms part of this application except where contrary to cultural restrictions.

Patrons are not permitted to use professional photography or videography equipment at the Festival, Stallholders are permitted to use photography and videography equipment within reason to record their own stalls and staff for their own promotional purposes. Use of such equipment outside of their own stall is not permitted.

22.5 INDUCTION

All stallholders will be emailed two (2) separate URLs for the Abbey Medieval Festival Induction process. The Business MUST ensure that they complete the “organisational” induction and upload all required documents by no later than 26th of June 2026.

All persons working at the event as staff for a Stallholder MUST ensure that they complete the “worker/staff” induction. This includes staff who will only be present for set up or pack down of the stall.

The list of completed inductions will be verified against the list of staff provided to the Stallholder Coordinator and is used to ensure staff are correctly ticketed to allow access to the site. **No completed induction = NO ENTRY**

You will not be permitted to trade unless the induction has been completed.

As part of this induction process, all Stallholders and their staff are also required to complete and sign the Abbey Museum’s Code of Conduct document online. The URL for the Code of Conduct will also be provided to the Stallholder, and the Stallholder is responsible for providing this link to their staff and ensuring their compliance.

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 Stallholder(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 Coordinator at eventstalls@abbeymuseum.com.au

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

**ABBHEY MEDIEVAL FESTIVAL 2026
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 2026 Abbey Medieval Festival.

I / we also agree to abide by all conditions as outlined in the Abbey Medieval Festival Terms and Conditions (this document) and the Abbey Medieval Stallholders Requirements.

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 the Festival 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 via email at eventstalls@abbeymuseum.com.au.

I understand 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 (applicant)

.....
Signature (witness)

.....
Name (applicant, printed)

.....
Name (witness, printed)

Stall name:

Date: