

SOUTHERN CONNECTICUT RENAISSANCE FESTIVAL

2008 VENDOR INFORMATION / REGISTRATION FORM

Lords and Ladies,

We cordially invite you to become part of our faire family. Maintaining our commitment towards the betterment of our community, proceeds will be shared with various nonprofit 501C3 organizations.

With obtained sponsorship, we will implement an extremely widespread advertising campaign that will include billboards, poster boards, newspapers, fliers and radio spots.

The festival will include 6 stages, including our Crow's Nest Pub stage and a jousting arena. The program will include performances by multiple musical groups, live steel sword fighting, period dancers, fire eaters, magicians, dangerous deed-doers, and a wide assortment of transient street performers, children specific entertainment, and an intertwined story line to follow throughout the day.

We believe that the artisans are the backbone of every Renaissance festival and feel that they are key to keeping the continuity of a festival's theme, which is ever so important to the envelopment of the patron into a Renaissance experience. Thus, we shall strive to accommodate the needs of our artisans and make them feel at home. Join us, as we develop an exciting platform to showcase revival arts, historical, educational entertainment.

Merchant Fee/Registration Information

Merchant booth fees are based upon the square footage of your tent. Fees are time sensitive.

Beginning March 15, 2008, the square footage price goes up monthly, so please register early! *Price table is as follows:*

- Nov. 30, 2007 to Mar. 15, 2008 - Fee is \$3.50 per square foot. (Example: 10 x 10 space is \$350.00)
- Mar. 16, 2008 to Apr. 15, 2008 - Fee is \$3.75 per square foot.
- Apr. 16, 2008 to May 15, 2008 - Fee is \$4.00 per square foot.
- May 16, 2008 to June 1, 2008 - Fee is \$4.25 per square foot.
- Jun. 2, 2008 and thereafter - Fee is \$4.50 per square foot. (If space allows).

NOTE: Anyone entering the festival after June 1st will not be included in the program.

Clean-Up Deposit

All merchants are required to bring with them a check in the amount of \$50.00 upon arrival as a clean-up deposit. Clean-up fee will be returned to you on the last day of faire after closing, provided your site has been returned to its original condition. To reclaim your check, you must stop at the main food tent after closing.

Sales Use/CT Tax-ID

All merchants are required to have a CT Tax Use ID (Sales Use). If you are a new business and have recently applied for your Tax ID, please notify festival management, and bring a copy of the completed form and a copy of the check when you check in.

Products

Merchandise will be juried prior to acceptance of application. To be accepted, products must be

indicative of the Renaissance era in both medium and subject matter, and be hand crafted. (No plastic, latex or any other non-period type materials) Merchants will submit a listing of each of their products to be sold on the provided merchandise form. Please be specific. Merchants agree not to sell any items not listed. All merchandise is subject to festival approval. Any merchant found selling merchandise not listed and/or non-renaissance era, may be subject to removal from the grounds with no refund. We require each merchant to provide a demonstration. We also request that you either send pictures of your wares, or provide a web address that display's your wares.

If any merchant wishes to include consumable products, they may be subject to additional licensing, insurance, and fees by the Health Department. Please contact us prior to April 1st for further information. All merchants must "Hawk their products".

General Information

- Dates of faire are: July 11-13, July 18-20, and July 25-27, 2008.
- Hours: Friday 6pm-10pm, Saturday 12pm-10pm, Sunday 10am-6pm.
- All merchants are required to provide and wear their own Renaissance period garb during festival hours. (Subject to festival approval. Please, no fantasy garb.)
- Merchants are required to develop minimum standards in both speech and booth display.
- Each merchant will be required to participate in a Verbage/Hawking class prior to opening.
- Two dates for Verbage/Hawking class will be provided upon acceptance. Both of these classes can be completed on the same day.
- All participants must remain in character at all times during open hours while in patrons view.
- We allow only 1 business per booth.
- Smoking may be done, but only behind the scenes and out of patrons view.
- Alcohol may not be consumed before or during the operational hours of the festival.

Booths

Merchants are required to provide their own merchant tent (Subject to management approval). We require that all tents are flame retardant. Manufacturer tag is sufficient. If you made your own flame retardant tent, then you need to bring an expendable piece of fabric for inspection from the Fire Marshall. Each booth must have a clearly labeled sign stating the name of your business displayed on or in front of your tent.

Set-Up/Break-Down

Set-up for the event will be Thursday, July 10th between the hours of 6pm-9pm. Weekend hours of set-up are as follows: Friday, between the hours of 12pm-5pm, Saturday, between the hours of 9am-11am, and Sunday, between the hours of 7am-9am. Any merchant arriving after these hours will be required to walk their merchandise in from the parking lot. All cars must be off the field no later than 1 hour prior to open, at which time all merchants are required to attend a morning meeting in the main food tent. Only the business owner need be in attendance. Please plan accordingly, as attendance at the morning meeting is mandatory. Breakdown cannot commence until all patrons have left the park. Management will notify merchants as soon as this has occurred. Merchants are not allowed to begin breakdown until the all clear has been sounded. Merchants who break down prior to clearing the park will be asked to leave without a refund. There will be no exceptions to this rule.

Booth Workers

We realize that merchants will need an assistant to help in their booth. We allow the merchant to

have 1 assistant in a 10 x 10 booth, 2 assistants in a 10 x 20, and 3 assistants in a 20 x 20. If you wish to have more than we allow, they will be required to pay for their ticket.

Lighting

Faire management will provide renaissance themed exterior lighting around the grounds for ambient lighting. All merchants are responsible for providing their own battery-operated lanterns for illumination of their wares, POS area and all other areas of their tents needing light. Open flame lanterns are not allowed. Merchants agree that they will properly camouflage their personal lanterns. Approximate time of dusk during faire will be 8:27p.m.

Identification

All participants will be issued upon arrival an identification badge/lapel ribbon. All participants will be required to wear their lapel pins at all times when onsite. Persons not wearing their lapel pin will be stopped by either security or management. If you are stopped by security/management, your merchant coordinator will need to verify your participation. Camping Badges will also be issued for those participants who are camping onsite.

Festival Access

All participants will be required to sign in, and sign out at the festival gate. The gates will close promptly 1 hour before open.

Camping

Limited rough tent camping space is available to participants on a first come first serve basis. No merchant will be allowed to sleep inside of a merchant tent, or inside their vehicle in the parking lot on the property. Any merchant found sleeping in their merchant tent or their vehicle will be asked to leave the premises. Merchant's wishing to camp on-site will need to bring an additional camping tent and any supplies necessary for camping with them. Trailer space is extremely limited. Please contact faire management early for space availability.

Closed Hours/Midweek

Although there will be security onsite during the closed hours and mid-week, we request that all merchants remove their merchandise from their booth when they leave site. Festival management will not be held responsible for tents or any merchandise left on-site during closed hours and the mid-week. Do so at your own risk.

Program/Advertising

We offer several ways to promote your business within the festival. The first is by placing an advertisement in our program. A business card sized ad can be placed in the program for \$50.00. Merchants must send fee by May 1st to be included. Merchant will be asked to provide graphic art. Graphic art can be created for you if necessary at the rate of \$75.00 per proof. The second way to advertise is by our Herald. Periodically throughout the day he will stroll through the grounds helping you to hawk your wares. If you wish to utilize our herald, please include a fee of \$2.00 per announcement in with your registration. Please submit a 2 to 3 line jingle or announcement by May 1st. You can utilize this service for as many times as you wish throughout the faire. Schedule of announcement time slots will be provided to advertisers at check-in.

Insurance

All merchants will be required to provide liability insurance and include Realistic ReEnactments LLC as an additionally insured. **Insurance certificate must be received no later than June 1, 2008.**

How to Register

Please fill out, sign and return this registration application. Fees must accompany registration, along with a copy of your CT Tax ID, and pictures of your tent and merchandise, as well as your list of wares. Merchants must also include a 1" x 1" picture of the manager of your booth and a current business card. **Fire retardant certificate, proof of insurance must be received by mail prior to June 1st, 2008.**

Security

In these uncertain times, we believe that everyone involved should be ensured a peace of mind. In addition to the hiring of full time officers from the Ansonia Police Department, we have our own proficient, security team that will be on the facility around the clock.

Daily Meeting

We require that All Merchant Managers meet in the large dining tent for a brief meeting 1 hour prior to opening each day. Helpers need not attend but are welcome. Please be prompt.

Rules of the Realm

1. No alcoholic beverages may be brought on-site.
2. No Pets (without prior written permission).
3. No unattended children.
4. No unauthorized professional photography.
5. Weapons must be peace-tied.
6. No nudity.
7. No smoking in front of patrons.
8. No breaking character.
9. No modern appliances during faire. (sunglasses, watches, cell phones, etc.)
10. Badges and participant identifiers provided by management must be worn and on your person at all times.
11. All participants must be respectful of each other and to faire management.
12. No breaking down prior to notification by festival management.

Disclaimer:

Entrants agree to abide by the rules of the realm. Failure to abide by these rules or any rules established by faire management could lead to extraction from the grounds with no refund.

I _____ certify that I have read and fully understand each of the items listed in this contract. I agree to all of the terms and conditions, and will adhere to all of the festival policies.

Dated _____

Signed _____