

Sarasota Medieval Faire



Date Received: _____
 Check #: _____
 Accepted: YES NO
 Date Accepted: _____
 R. Form Sent: YES NO

2009 MERCHANT APPLICATION

(Please read carefully, there are changes from last year)

Merchant Name: _____

Merchant Booth Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _(_____) _____ Work Phone: _(_____) _____

E-mail Address: _____

- I participated in the November 2008 Faire.
- All acceptance letters and information packets are emailed. Instead of emailing me, please mail to me at the address above.
- Instead of emailing (or mailing) the merchant information packet in late October, please hold it for pick up at the Faire when I arrive on site.
- I would like to receive the 2010 Vendor Application at the last day of the 2009 Festival to take advantage of a large discount for applying early before the end of the 2009 Festival. Please tell me more.

❖ Other Medieval/ Renaissance Faires that you have participated in:

❖ Special booth site request:

Check Medium/Booth Type:

<input type="radio"/> Clay/ Glass	<input type="radio"/> Art/Graphics	<input type="radio"/> Musical	<input type="radio"/> Weapons
<input type="radio"/> Clothing	<input type="radio"/> Headwear	<input type="radio"/> Herbal/Floral	<input type="radio"/> Wood
<input type="radio"/> Food	<input type="radio"/> Jewelry	<input type="radio"/> Rides	<input type="radio"/> Other...
<input type="radio"/> Games/Rides	<input type="radio"/> Leather	<input type="radio"/> Toys	_____

Please list and describe ALL items you wish to sell. Indicate which items are handmade and which items are buy/sell. (There is a LIMIT OF 10 MAIN ITEMS TO SELL; we encourage a smaller categorized selection of handmade items in comparison to a large variety of unrelated mass produced items)

1. _____	6. _____
2. _____	7. _____
3. _____	8. _____
4. _____	9. _____
5. _____	10. _____

MERCHANT SPACE FEES	# Spaces Needed	12x12 Ft. Space	15x15 Ft. Space	12x24 Ft. Space	15x30 Ft. Space	30x30 Ft. Space	Total
General Fees (Includes both weekends and Kid's Day)							
Strolling Merchant (No booth space)	_____	<input type="checkbox"/> \$95.00					_____
Merchant Demo Only (No Sales)	_____	<input type="checkbox"/> no fee	<input type="checkbox"/> no fee	<input type="checkbox"/> no fee	<input type="checkbox"/> no fee	<input type="checkbox"/> no fee	_____
General Craft Space	_____	<input type="checkbox"/> \$170.00	<input type="checkbox"/> \$195.00	<input type="checkbox"/> \$225.00	<input type="checkbox"/> \$260.00	<input type="checkbox"/> \$325.00	_____
Games/ Activities/ Rides	_____	----- Contact for Details -----					_____
Rides (Human Powered/ Animal)	_____	----- Contact for Details -----					_____
Food	_____	<input type="checkbox"/> \$375.00	<input type="checkbox"/> \$415.00	<input type="checkbox"/> \$490.00	<input type="checkbox"/> \$545.00	<input type="checkbox"/> \$590.00	_____
Additional Services		Amount					
Hay Bales at \$7.00/ bale	_____	x \$7.00/bale = _____					
Extra # of Service Passes (2 Included w/ Booth Fee – Max. 5)	_____	x \$10.00/pass = _____					
110-V Electricity at \$125.00/outlet (Limited use for event days only)	_____	x \$125.00/outlet = _____					
Sub Total: \$							_____
(-) If post marked BEFORE July 1, 2009 deduct a 10% Early Discount from Sub Total: \$							_____
(-) If post marked AFTER Sept. 18, 2009 add a 25% Late Fee: \$							_____
Service and Utility Fee							
Covers county taxes, garbage bin removal, & return postage.		(+) Service/Utility Fee: \$ 30.00					
GRAND TOTAL DUE: \$							_____
ACTUAL SIZE OF TENT							
What is the actual size of your booth including guy wires? _____							
What is the actual size of your booth NOT including guy wires? _____							

Completed Application Package Must Include:

- Completed application form;
- Check or Money Order for payment in full. (checks payable to: **Sarasota Medieval Fair, Inc.**);
 - If applying after the deadline, include the applicable Late Fees and send only a US Postal Money Order or Certified Cashiers Check (Checks and Money Orders will not be accepted after the deadline). Applying after the deadline does not guarantee availability or acceptance. Please contact prior to sending.
- Photos or slides of your work to be juried (one of your booth set-up);
- Food vendors, games, and rides MUST provide proof of insurance naming both the Sarasota Medieval Fair, Inc. AND the Sarasota County Agricultural Fair Assoc., Inc. as additionally insured BEFORE THE INDICATED DEADLINE.** Vendors who fail to provide proof of insurance (with names as additionally insured) within the indicated time frame will not be allowed to vend and will forfeit all fees.

PLEASE SEND TO: (NEW MAILING ADDRESS)
 Sarasota Medieval Fair, Inc.
 Director of Vendor Services
 P.O. Box 9132
 Pittsburgh, PA. 15224

Applications must be postmarked by SEPTEMBER 18th, 2009

FAIR RULES FOR MERCHANTS

(Please read carefully, there are changes from last year)

ACCEPTANCE: Acceptance is a Commitment to Show. We will deposit your check and notify you within 2-3 Weeks via email or mail. There will be no refunds for cancellation. No rain/weather refunds.

MERCHANDISE SALES: Deposit of fees does not guarantee the right to sell all merchandise listed on the application. You will be contacted in regards to the items you are juried in for and approved to sell prior to acceptance. Wares that compliment your main product must be approved. The Faire Committee reserves the right to prohibit the display of any work it deems unacceptable. Merchandise will be juried prior to acceptance of application. To be accepted, products must be indicative of the medieval era in both medium and subject matter. Merchants may ONLY display merchandise which were listed on their application and shown in the slides/photos, then approved via the acceptance letter. Items not listed cannot be sold.

MERCHANDISE LIMITATIONS: We offer limitations, not exclusivity on merchandise/service sales. "Single discipline wares" rule is in force for booths. Wares that compliment your main product must be approved. We do our best to not place more than three merchants within any discipline of crafts or food but it is sometimes difficult to define overlaps. We will do our best to protect your individuality. There is a limit of 10 main items to sell is; we encourage a smaller categorized selection of handmade items in comparison to a large variety of unrelated mass produced items.

BOOTH SPACES: If accepted, you will be assigned a space before the fair. The Fair Committee will try its best to place you in the area you requested. We do not guarantee fulfillment of locations requests. Returning vendors with established gardens, elaborate tents and medieval signage are offered position preference.

BOOTH SET-UP & TEARDOWN: You will have the use of your space from **Wednesday Nov. 11th, 2009**, until **Monday, November 23, 2009**. Booths must be Open, decorated appropriately, and occupied by personal dressed in Medieval Costume at all times during Fair operating hours (10:00a.m.-6:00p.m., Nov. 14,15,21, & 22, and Fri., Nov. 20th 9am-3pm), Rain or Shine. Vendors must set up and be ready by **9:00am** during all festival event days, 8:30am on kid's day. Vendors not set up by 9:00 a.m. may be prohibited from participating and will forfeit all fees immediately. Vendors are responsible for setting up their booths, including medieval design and decorations, signs, and tables. Your booth must fit within the measurements you requested and paid for. Be prepared with lighting, as sunset is approximately 30 minutes prior to festival closing.

BOOTH SET-UP REQUIREMENTS:

- **ALL VENDORS** must create a visual wall in the back of their booths to prevent patrons from seeing or accessing the back of their booths; Tent side walls, tapestries, burlap, cloth, or other types of non-see through fabric or material is best suited for this.
- **ALL VENDORS** must create visual side walls to connect to adjacent vendors on both sides, up to a max. of 10 feet, to create a visual barrier and a "Shopping Plaza." Please make the appropriate set-up preparations.
- **ALL VENDORS** must have a medieval appearance. All modern metal **MUST** be masked or securely covered utilizing period materials such as burlap, tapestry or some other period fabric. Booths are expected to have visible period style signage. A painted or carved wood sign or a fabric banner is recommended. Aluminum tent poles and plastic coolers/cases must be covered.
- **OPTIONAL:** Vendors are highly encouraged to create temporary gardens near their booth space to increase the appeal of their booths. An example is bringing small plants/flowers in pots and hiding the pots with mulch or burlap to create a type of garden display or actually planting them in the ground. Period statues are also highly encouraged.

VEHICLES: Vendor parking passes are required to allow access to Fairgrounds. Vehicles are permitted on the Fairgrounds only after Fair personal opens the gates and allows access onto the park. Vendor understands no vehicles are allowed on the Fairgrounds between the hours of **9:00 a.m. and 6:30 p.m.** on Saturdays and Sundays, Nov. 14, 15, 21, & 22, and 8:00am – 3:30pm Nov. 20th, 2009. Any vehicle on the Fairgrounds and not in designated parking areas by 9:00 a.m. on Saturdays, and Sundays and 8:00am on Friday, Nov. 20th, will be towed at the owner's expense. No vehicles will be allowed on grounds in the case of incremental weather. No exceptions. Fair Marshall Security, County Sheriff's Department, and parking guards will be enforcing parking rules.

RESTRICTIONS:

- In keeping with the theme of the Faire, all booth personnel **MUST** be in **FULL** appropriate attire for the time period, no brief or revealing attire will be allowed. Participants should be prepared to interact with visitors in appropriate medieval style, language and manner!
- During the Faire, smoking is prohibited in public areas and in public view. Smoking is allowed in private areas away from the view of the public. Cell phone usage must be non visible to the general public.
- Vendors are discouraged from drinking, or becoming intoxicated. All drinking vessels are to be time period appropriate. Please use common sense. Any vendor in violation of this rule will be immediately dismissed and escorted off grounds until the close of the festival day, at which time they must remove their booth.
- Merchants must be in medieval costume at all times during show hours; no non-period items may be for sale such as pirate or gator items; aluminum tent poles and plastic coolers/cases must be covered; only approved items listed on the application shall be for sale; and booths that have signage must be in period style.

CLEAN-UP FINES: Vendors are responsible for keeping their area clean during and after the show. Failure to properly clean site after vacating will result in a \$50.00 clean-up fee. Failure to pay could reflect on future participation in the festival. Please

be considerate and keep things orderly. Also, keep all items of non-medieval appearance hidden from the public view. Please provide your own trash barrel for the use inside the booth. ALL TRASH MUST BE PLACED IN THE DUMPSTER, AT THE END OF EACH EVENT DAY. Trash left at your site is grounds for a fine. You will be notified prior to the following season, in order to remit payment with show fees.

STATE TAX: Collection and remittance of Florida sales tax is the responsibility of each vendor. Each vendor will be given a paper from the Florida Department of Revenue, and will be the responsibility of the vendor to send the tax money to the Florida Department of Revenue.

FOOD VENDOR REQUIREMENTS: Food Vendors must adhere to health/hygiene requirements set by the State Department of Business and Professional Regulations. A food vendor application from the DBPR will be passed to all food vendors for those who do not have a year round license, and for inspection guidelines. Food vendors who do not meet health/hygiene and fire safety requirements will have to leave the faire. Food prices must be posted at all times. Food storage units and trailers will not be permitted in the faire; they will be located in a separate area. A State Official will be inspecting food booths prior to the open of the festival. It is necessary that merchants are dressed in garb at all times and that booths and signs are medieval in theme and your area is kept clean.

ELECTRICITY: Electricity is limited, and is provided at cost through the Sarasota Fairgrounds. 110-V Electricity is available at \$125.00/outlet and is Limited use for event days ONLY. Electricity can only be purchased through the initial vendor application. No/Low noise generators are allowed with prior approval.

ANIMALS: Animals (other than those pre-approved as part of entertainment acts/rides) will not be allowed on site during the Fair. Animals kept in the vendor parking area throughout the show day are expected to be maintained in the proper manner.

WEAPONS POLICY: All sales of weapons must be packaged, or wrapped when given to patrons. Wearing of weapons is permitted but they must be peace tied. No weapon sales to minors. No fire arms of any type.

CAMPING: Overnight dry camping in BOOTH is permitted free of charge. Water and portable restrooms in the park are available. Dry camping in recreational vehicles is permitted only in designated vendor parking area; Hook-ups are NOT available; Sewage content may NOT be released on grounds; and Electricity is NOT available for camping. Showers are not available (Although it is our best intentions to create a temporary open shower facility for use by vendors – Pending construction schedules). Campfires are NOT allowed. Camping is permitted **Wednesday, Nov. 11, 2009** until **Monday, November 23, 2009**.

SARASOTA COUNTY FAIRGROUNDS CAMPGROUND:

If you would like to camp right outside the park in Gate 5 of the Sarasota Fairgrounds, they charge \$30.00/night for electricity (up to 20 amps), water, and utility hook-ups. Payment and application for this option go directly to the Sarasota Fairgrounds. If you needed to stay before or after the indicated festival camping timeframe, camping with the fairgrounds is recommended. Gate 5 Camping is not administered by the Sarasota Medieval Fair, Inc.; please contact the Fairgrounds directly for reservations. You must check in their office during office hours: 9am-5pm located at 3000 Ringling Blvd., Sarasota, FL 34232, (941)365-0818.

SERVICE PASSES: Each vending space includes 2 individual site passes and one vehicle pass. If you have two spaces, you will receive 4 site passes, and 2 parking passes. Additional site passes are \$10.00 per person with a max. of 5 and must be purchased with the initial vendor application and will be picked-up during vendor check-in. Parking Passes are free with a max. of 2. Persons or vehicles without passes WILL NOT be permitted on site and vehicles will be towed at the owner's expense.

SECURITY & MISCELLANEOUS: The Sarasota Medieval Fair, Inc./ the Sarasota County Agricultural Fair Association, Inc./ or the Fair Committee, is not responsible for belongings left overnight in booths. There will be sheriff officers patrolling the Fairgrounds area on Saturday, and Sunday nights. All vendors must supply a 5lb. charged and date tagged commercial use ABC fire extinguisher. The local fire marshal will be certifying each. Without their certification, you will not be permitted to vend.

FAILURE TO COMPLY: Failure to comply with rules will make vendors ineligible for admission to future shows. Failure to comply with rules may result in a vendor being asked to leave immediately. The Fair Committee reserves the right to make final interpretation of the rules. Please read carefully the indemnification/waiver at the bottom of this page.

Indemnification: Vendor agrees to indemnify fully and save and hold harmless the Sarasota Medieval Fair, Inc., Sarasota County Agricultural Fair Association, Inc., and Croteau Productions, its officers, employees and agents, against all damage, claims, liabilities and causes of action of every kind and nature.

Waiver of Claims: The Sarasota Medieval Fair, Inc. and its agents shall not be liable for, and Vendor hereby releases all claims for damage to or loss of personal property sustained by Vendor or any person claiming through Vendor resulting from any fire, accident, occurrence, theft or condition in or upon the grounds/ site which they shall be a part of, or adjoining areas.

I agree to comply with the "Fair Rules For Merchants". I understand and agree that the Sarasota Medieval Fair, Inc., Sarasota County Agricultural Fair Association, Inc., the Fair Committee, or any other sponsoring organization (Croteau Productions) will not be responsible or liable for any damage or loss to the work of participants or personal liability in connection with the Fair.

Sign (Vendor): _____ **Date:** _____
Print (Vendor): _____