



Appalachian Renaissance Faire Vendor Handbook

With Information and Regulations

Please read these materials closely before submitting your festival registration, booth fee and photographs of your wares. Please note all restrictions and regulations and follow all guidelines.

Thank you for your interest in becoming a vendor at the Appalachian Renaissance Faire. If you have any questions, please contact the Vendor Coordinator or the Event Coordinator via email at: arfapprenfaire@gmail.com Subject: Vendor Requests

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General and Contact Information

Mailing Address: Appalachian Renaissance Faire
C/O Executive Secretary
220 Piney Flats Rd. Suite 6
Piney Flats, TN 37686

Website: www.appalachianrenfaire.com

Email Address: arfapprenfaire@gmail.com

Event Coordinator Rise' Wampler Email: arfapprenfaire@gmail.com
Vendor Coordinator Sunny Tanner Email: arfapprenfaire@gmail.com

Faire Hours

Our hours will be 10:00am to 6:00pm. The term Vendor shall mean the person or company that submitted the registration for participation in the event and the privilege is granted. The term Coordinator is the person overseeing the event or group.

It is the responsibility of the person submitting the registration and being accepted as Vendor to read, comply with the rules, regulations and requirements as set forth here.

Definition of Vendor

Retail Vendor

Merchant or person who sells to the public items they have been hand crafted or purchased wholesale to then be sold at the event or vendor who demonstrates a particular craft to the public (i.e. blacksmithing, basket weaving, stone carving, etc.) as well as selling their crafted wares.

Food Vendor

Merchant or person who is only selling any type or food item and/or non-alcoholic drink of any type.

Beverage Vendor

Merchant or person who is only selling alcoholic, mixed alcoholic or any type of alcoholic drinks.

Rules and Regulations

Vendors will receive a copy of the Vendor Handbook, and will be responsible for knowing and following all faire guidelines. Acceptance and participation this year's event does not guarantee a space in future events.

If the vendor does not fulfill their obligations to ARF or does not operate their booth in a reasonable and prudent manner at any ARF event, as determined solely by ARF Staff managing that event, the vendor or objectionable worker(s) will be removed without refund and may be prohibited from participation in future events.

Vendors will operate as independent contractors and sell only those types of items listed in their prospectus (unless cleared in writing with the Executive President and/or Event Coordinator prior to event). Vendor will be responsible for collection and payment of all taxes as well as required business license(s). The faire and ARF will not be held responsible for taxes or other regulatory obligations.

Vendors are expected to operate during the posted operating hours, 10:00 a.m. to 6:00 p.m. and understand that opening late or closing early does a disservice to the public who patronize our event.

Vendors must have an appropriate disguised tent, trailer, truck, etc. whether retail or food vendors, and must wear personal "Renaissance / Medieval / Fantasy" clothing during the entire faire operations. Should the clothing (costume) have a need of a bladed weapon it **MUST** be Peace Tied at all times.

All vendors are to be packed up and out of faire area no later than noon the day after the faire has ended for the weekend. Should the need arise of leaving Sunday it must be after hours of public operation unless arrangements have been made with the Field Marshall and Event Coordinator. When leaving goods in their tent overnight, vendors must provide their own security for their area / items.

Neither the Appalachian Renaissance Faire, its Board, faire staff nor any of its affiliates are responsible for any accidents, loss, theft, breakage, or defective goods as a result of the actions or negligence of vendors or patrons. We are a "Leave no trace" production within faire area and everyone must follow these guidelines. Fires are not permitted. Trees and branches CAN NOT be cut from available foliage for any reason without express written permission by the land owner.

Required Documents and Supplies

1. All Registration Forms must be completely filled out and signed by person responsible for booth
2. Vendor Prospectus -- a brochure or summary of the products offered accompanied by photos (preferably 2-4 minimum photos) and a list of other festivals attended if applicable
3. Receipt payment for booth and overnight camping space (if camping - where applicable)
4. Food Vendors must have health regulation documentations (required by TN law)
5. Vendors shall provide their own tent(s), tables, chairs, equipment and supplies needed to properly set up and maintain their vendor space. They are not to remove any such equipment for other areas of the faire for their use.
6. All tents/booths should be decorated in period style (Renaissance / Medieval / Fantasy) and vendor workers must be garbed in period clothes (Renaissance / Medieval / Fantasy). Pop up tents are allowed, but must be embellished to present Renaissance / Medieval style. If vendor is uncertain how to do this, inquire of the Vendor or Event Coordinator (it can be done relatively inexpensively)

Selection Criteria and Processing

1. The Registration Form must be completed in full and returned to ARF address along with: a Vendor Prospectus (see above) and a check, money order, or cashier's check made out to Appalachian Renaissance Faire; and information about camping or other special needs must be received before the August 31st deadline. If ARF Board accepts the registration and prospectus, you will be notified.
NOTE: Sites are 1st come, 1st serve. You are not guaranteed placement until money is received.
2. The majority of items to be sold should be of a nature keeping in aspect with the event theme. Hand crafted items by vendors is encouraged, but wholesale items may be approved by the Board if acceptable.
3. Priority will be given to vendors who have previously supported our events, have unique products, and whose reputation for professionalism precedes them. No vendor is guaranteed placement even if they have participated in previous events hosted by ARF.
4. ARF Event Coordinator with the assistance of the Executive Board selects the vendors which are allowed to participate at our events. Some vendors may not be chosen because other vendors offer similar wares and there is an excessive amount of those commodities.

Booth Specifications and Locations

Primitive Camping (where applicable) \$15 per weekend

A vendor may request a double booth or triple booth, or adjacent Demonstration space upon availability. Each booth will be charged at the price designated on the Vendor Registration form. There will be no extra discounts for additional spaces other than what is stated on registration form. ARF reserves the right to grant or deny any requests for additional booths.

The Field Marshall and Event Coordinator will designate the location to be occupied under the terms of the agreement. The faire DOES NOT provide tables, chairs, draping, tarps, lead cords, etc. or any accoutrements for vendors.

The Appalachian Renaissance Faire website will contain a map of the faire grounds closer to the actual event (within a week). This is to provide a *general idea* of the scope of the grounds and *general placement* of stages and vending areas. The layout and placement of key areas of the faire will be determined in the course of production and planning with changes possible right up to the date of the event.

Vendors will conduct business only within the confines of their allotted vendor space, unless designated a wandering merchant. All Vendors may not conduct business in the walkways or set up or place any merchandise in the walkways adjacent booths.

All Wandering merchants shall avoid blocking Booth Merchants wares and shall stick to open areas for the selling of their items.

Booth space is first come first serve. ARF does not offer reserved spaces. Every effort will be made to not place similar vendors in adjacent spaces. **ARF does not offer exclusivity to retail vendors.**

Each Vendor will receive two (2) vendor passes, regardless of how many booths were reserved, to be used strictly by designated representative or staff of the booth and cannot be transferred to guests, family, etc. unless they are working within the booth. Additional passes will be available for purchase if needed. Vendor pass must be worn at all times while at the faire. Each vendor is expected to be available during all hours that the Faire is open to the public.

After load-in/set-up, no vehicles can be used on site by vendors during the faire and all vehicles **must** be removed from the faire area by 9:00am before the faire starts (unless arrangements have been previously made with the President, Event Coordinator, **and** Field Marshall -- all three). No one is permitted to park in the faire area and must park in the designated parking areas. Anyone parking in an unauthorized area is subject to be towed.

Electricity, Payment and Other Services

Electricity

As there is no electricity available, you will be given the option to bring a "**quiet/noiseless**" generator, do without electricity or be given the opportunity to decline being part of the faire. ARF reserves the right to accept or decline any vendor for any reason or not meeting the standards and specifications.

Payment

Payment must be received by deadline in the form of a money order, or cashier's check made out to Appalachian Renaissance Faire. Registration fees are **non-refundable** except under special circumstances and the space is rentable to another vendor prior to faire. If there is any problem with any payment, the vendor will not be allowed to set up for that faire until those issues are corrected. Anyone wishing to become a vendor, but who did not reserve a space by the deadline, may be permitted to do so if space is available and full payments are received. All vendors will be required to meet guidelines set up by the ARF Board.

Signs, Staffing, Trash

Signs must be tasteful and displayed in a manner that does not interfere with access to other vendors. Signs may not interfere with walking areas of the festival and must in accordance with sales of the booth. All banners must be approved before use. All booths are to display their booth number on the outside, upper right corner of their tent/booth/trailer space.

STAFFING

Vendors will receive two (2) passes for staff at their booths, any additional passes needed must be purchased. Wandering Merchants will receive one (1) pass. Vendors will be responsible for the conduct of their workers, and the security of their receipts and wares during any ARF event.

TRASH

All vendors must provide trash bags for their own trash, which must be disposed of at designated trash areas to be picked up cleaning crew or placed in designated trash barrels provided by the event host. Vendors will be responsible for the proper disposal of their own hazardous waste (if any).

Smoking, Behavior, Dress, and Children

SMOKING

No smoking is allowed in the immediate faire areas, including booths. Smoking areas will be designated as appropriate and in accordance with applicable laws, regulations, and safety considerations.

CONDUCT

Vendors and their staff will conduct themselves in a professional manner while operating their booths. Such behavior includes appropriate dress, fair and honest business practices, common courtesy and respect for customers, event staff and other vendors.

CHILDREN

Parents will be responsible for the actions, including damages, or their children.

DRESS

In an effort to make the events more interesting and inviting, we ask all vendors, staff and employees to dress in costume, modest dress, or festive attire and to decorate their booths in a style fitting the theme of the event. **ALL weapons must be Peace Tied!** If there is any questions involving them Security can be consulted. Parents will be responsible for the actions, including damages, of their children.

Pets

Service Animals are the only animal allowed within the faire grounds unless it is an animal that is part of the entertainment venue and has received prior approval by the Event Coordinator and Field Marshall. Service animals must have their appropriate paperwork, identification, and leads at all times within the faire area. It will be the responsibility of the pet owner to make sure all waste products (bowel only) from the pet are cleaned up immediately whereby no remains are left to step in causing safety issues. If owner does not clean up after pets, there will be a possibility they will not be allowed to return.

Set up, Parking, Tear Down

SET UP

Booths must be set up and ready for operation **by 9 am** the day of the event. After load-in/set-up, no vehicles can be used on site by vendors (unless arrangements have been previously made with the President, Event Coordinator, and Field Marshall -- all three) during the faire all vehicles **must** be removed from faire area by 9:00 am before the event starts. Parking area is provided and no vehicles will be permitted to park in faire area with the exception of ARF Board & Staff or special cars with parking pass (reserved for handicap and such).

PARKING

Vehicle access to sites will be coordinated by the Field Marshall and/or Event Coordinator. All vehicles must be out of the way of foot traffic 1 hour before the event opens at 10:00 am. Parking areas will be designated at each site. Vendors will not park their vehicles in any way that blocks traffic into the site. Cars still in faire area after 9:00 am are subject to tickets or towing.

TEAR DOWN

All vendors are to be packed up and out of faire area by no later than 12 noon by the following day after any faire ends unless arrangements have been made with the Field Marshall and Event Coordinator (both). Vehicles will not be permitted into the festival area until two hours after the event has closed. Vendors should be especially alert for pedestrians during tear down and load out.

Accommodations

While the faire is not responsible for securing accommodations, information is available on the website to help you make your own reservations.

A primitive campsite is available for tents but space is limited and there is a charge for camping. Reservations and money must be sent in before the event starts. There is no electricity, running water, showers or any amenities. It is very primitive camping.

Tent sites may hold up to two (2) tents in them of approximate 10 X 10 size or one 10 X 20. Tent spaces allow for noiseless generators only. Should there be desire to camp within the vendor site as Reenactment Camping on faire grounds it must be canvas and period correct in the realms of our timeline. Modern sleeping tents are not allowed in the faire area grounds unless special circumstances warrants it and prior approval from the President, Event Coordinator and Field Marshall (all three) has been acquired. If a modern tent is allowed, it must be camouflaged to represent the theme of the event.

Exclusivity

To maintain fairness and encourage a wide range of participation, ARF will not guarantee exclusivity to any retail vendor of any kind for any merchandise at any venue sponsored by ARF.

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