

2010 Ravenshire Renaissance & Pirate Faire

Brought to you by Ravenshire Renaissance Fair Inc.
August 13 -15, 312 29 Road Grand Junction, Colorado

It's that time of year again! Time to begin planning for the Ravenshire Renaissance & Pirate Faire. There have been a few changes this year, including the resignation of our prior Merchant Coordinator, Sara Ortega. we will have our gates open after dark Saturday so you will need to take lighting into consideration.

Your new coordinator is Tina Neil. We are also in a new location this year due to economics. The park we were in last year wanted to triple the price of their fees this year which would triple everyone's fees this year. We are holding faire this year at **312 29 Road, Grand Junction**. It is on quite a busy road so drive by patrons will be much better. Also we are holding faire a week earlier this year due to Palisade Peach Fest deciding they wanted our date this year. We didn't want any other competition so we moved our date up. We are looking forward to a great faire this year and we hope to see you there!

Faire Hours: Friday, August 13th noon-8pm

Saturday, August 14th 10a-10p

Sunday, August 15th 10a-6p

Vendor set up: Thursday, August 12th 1 pm until Friday, August 13th 11am. Faire begins at noon.

Vendor tear down: Sunday, August 15th 6pm until Monday, August 16th noon.

Makes checks payable to: Ravenshire Renaissance Faire

Mailing address: Ravenshire Renaissance Faire

c/o Tina Neil

P.O. Box 4938

Grand Junction, CO 81502-4938

Message phone: Tina Neil 970-433-0186

Email: wcrenfair@gmail.com

Food Vendor Checklist

Did you forget anything?

- _____ Completed food vendor registration sheet
- _____ Copy of vendor policies & camping rules *signed in **blue ink***
- _____ Copy of insurance policy
- _____ Copy of food handlers license
- _____ Copy of 2010 Vendor Application for Temporary Events
- _____ Copy of hold harmless agreement *signed in **blue ink***
- _____ Advertising & door prize form with attached ad (if applicable)

Please do not send payment until you have received notice of final approval of your application. Emailed applications must still mail copies of vendor policies & camping rules, insurance, food handlers license, copy of 2010 Vendor Application for Temporary Events & Hold

Harmless agreement. Information and forms for Temporary Food Service including the Colorado guidelines for Temporary Food Establishments can be found on the Mesa County website: www.health.mesacounty.us/environment. Omission or alteration of these forms will result in no approval.

Questions may be referred to Vendor Coordinator Tina Neil (970)433-0186 or email wcrenfaire@gmail.com. We look forward to your participation in our faire!

VENDOR REGISTRATION FORM

Please reserve _____ 12' x 12' space(s) for 3 days for \$150 per space for approved vendor for Ravenshire Renaissance & Pirate Faire.

Please indicate which type of camping you will require: RV w/o hookup, RV w/hookup(**\$15**)

Camper, Tent(mundane), Period Pavillion, or Booth. (**Note there is a \$20 deposit for all mundane tent camping; ½ of which to be returned after faire if site is left clean and neat**) _____

Electricity is available at a cost of **\$15** for the weekend. Will you require electricity?

Yes _____ No _____

Name of Vendor & Booth name (if any) _____

Names of members in your group _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____

Website (if any) _____

Insurance (**REQUIRED** for Weapons and/or games, include copy of your policy) _____

Items to be sold _____

Description of Booth (canopy, tent, etc.) _____

Sketch of Booth Space:

VENDOR POLICIES

1. First come, first served, based upon date of receipt of entry form and approval of board. Note any special considerations requested on entry form. **Deadline for registration is**

June 30th, 2010. There is a \$50 late fee for payments received after June 30th, 2010, or a \$75 late fee for payments received after July 30th, 2010. Late fee may be waived on individual basis to be determined by Vendor coordinators.

2. Booths must conform to Faire theme: Renaissance. You may use a pop-up with metal legs, but legs must be covered with some sort of sleeve (fabric or wood print contact paper. Be creative!)
3. *Ravenshire Renaissance Fair Inc* .will not be responsible for theft, loss, damage or injury of any person or property.
4. You must try to be in costume at all times while gate is open. Please make this a priority; this is a period event. If you need help with ideas, please see our costume guide: <http://www.faires.com/Ravenshire/costumes.html> We understand some may not be able to comply completely with this policy. If you are unable to get a period costume, try to give the illusion of one. Long skirts and blouses for women would be passable; loose slacks and a buttoned shirt would work for men. Please also do your best to be in accent. This is not as important as the costumes, but it does add to the atmosphere. Use of the phrases 'M'lord' and 'M'lady' is often the easiest thing to start with. It really is fun!
5. We are a three day faire. You must be completely set up by 11am Friday, August 13th. If you cannot make Friday, you must set up Friday after 8pm until Saturday, August 14th at 9am. Tear down begins at 6pm Sunday August 15th at closing guns. You must comply with these hours.
6. The undersigned grants *Ravenshire Renaissance Fair Inc*. the right to use his/her likeness in photographs on film or videotape in the above promotional and advertising materials of the Ravenshire Renaissance & Pirate Faire and may be exhibited and re-exhibited without limitations or liability.
7. All non-period equipment must be out of site of patrons. Cell phones must be off or on silent/vibrate mode.
8. Cigarette smoking is to be hidden or kept to a minimum. Pipes are acceptable.
9. If you are bringing children with you, make sure they are supervised. Due to the location (by the river) and the games at faire unattended children are at risk. If your children are found unsupervised you may be asked to leave the faire. **THIS IS A SAFETY ISSUE!**
10. Persons under the age of 21 may not enter the Tavern or the Beer Garden.
11. No merchant booths will be in Guild encampments. No exceptions.
12. You will be given 4 merchant bracelets for you and your employees. Lost, broken, or additional bracelets may be supplied at a charge of \$5 per bracelet. Bracelets must be worn for entire faire event. Free bracelets will be available for children under the age of 16. Your business/booth name must be written on the child's bracelet; in the event they are found unsupervised, they may be returned to the appropriate place.
13. Ravenshire Renaissance & Pirate faire will be held rain or shine! If you choose to leave your fee is non-refundable.
14. Morning notes will be held **11am** Friday, August 13th, and **9am** Saturday and Sunday, August 14th & 15th.. You must have a representative at morning notes.
15. **Weapons Merchants:** All weapons must be peace tied or boxed when sold or picked up at the end of faire. Weapons may not be sold to anyone under the age of 18.
16. There will be NO sound systems allowed in booth spaces. A small radio for ambient music is acceptable if volume is kept low. Please be respectful of your neighbors.
17. Booths must be staffed at all times.

18. Please post a sign with your booth name, return policy and acceptable forms of payment.
19. Proof of Insurance is **REQUIRED** for food, weapons and games. Please return copies of policy with your vendor packet.
20. All trash, screws and other merchant materials must be cleaned up at tear down. Vendors must check in with their coordinator before leaving.
21. Enjoy yourself!

Camping Rules

1. No one under the age of 18 may camp without a Parent or Legal Guardian. Legal guardian may be an adult over the age of 21 with a signed permission slip from the parent. If you are 18 or under without a Parent or Legal Guardian you must leave the faire site at 9pm.
2. Children under the age of 18 camping must be in their camps by 9pm every night. An adult must remain in camp at all times children are present. A young adult may be substituted as guardian while in camp. Children must NEVER be left unsupervised after dark. **THIS IS A SAFETY ISSUE!**
3. Camping areas will be specified on the map.
4. **No ground fires will be allowed.** Other forms of fire/lighting are acceptable (tikis, grills, raised fire pits, lanterns, etc)
5. **There is to be no underage drinking on site at any time.** No exceptions. If you are caught drinking and are underage police will be called and you will be removed from site without warning.
6. **There is to be no illegal drug use on site at any time.** No exceptions. If you are caught using illegal drugs police will be called and you will be removed from the site without warning.
7. There are no showers at this site. However, there is potable water so you may set up a solar shower in the mundane camping area if you wish.
8. Camping with RV's is free without hookups. If you'd like a hookup there will be a \$15 charge. There are not many hookups, so they are available on a first come, first serve basis.
9. Please note there is a \$20 deposit on all mundane camp sites; ½ to be returned after faire if the area is left clean and neat.
10. *Ravenshire Renaissance Fair Inc.* will provide security.
11. Please report thefts, vandalism or other unsafe activities to the festival directors, security, or one of the vendor coordinators.

I speak for everyone in my booth when I say we have read the vendor policies and camping rules and agree to abide by them.

Signature Date

Print name

Vendor/Performer/Group

HOLD HARMLESS AGREEMENT: The named vendor/performer/group agrees for itself, its successors and assignees, to indemnify and hold harmless *Ravenshire Renaissance Fair Inc.* from all claims, suits of any other action for personal injuries, including death, and damage to property, real or personal, caused by the named vendor/performer/group and/or acts or omissions of *Ravenshire Renaissance Fair Inc.* arising out of the named vendor's/performer's/group's involvement in the Ravenshire Renaissance and Pirate Faire event and from all judgments and costs incurred in relation to said claim or suits and from all expenses incurred in defending said claims or suits.

LIABILITY RELEASE: The named vendor/performer/group hereby releases *Ravenshire Renaissance Fair Inc.* and all performers, officials, non compensated participants, exhibitors, merchants & sponsors, including their agents and employees, from liability from any claims the named vendor may have for participating in the Ravenshire Renaissance and Pirate Faire event including, but not limited to, any claim for personal injury of physical impairment or claim or any

type arising out of participating or involvement in this event.

PHOTO RELEASE: The named vendor/performer/group does hereby give consent to *Ravenshire Renaissance Fair Inc.* and its assignees to take photographs, make audio recordings and /or videos of the named vendor/performer/group and their representatives or employees at the

Ravenshire Renaissance and Pirate Faire event and to use such photographs, audio recordings and/or videos for such promotion or other lawful purpose as *Ravenshire Renaissance Fair Inc.* deems appropriate. The named vendor/performer/group and their representatives or employees further waive and rights or claims as to content approval or damages that may arise from the use of such photographs, audio recordings and/or video.

Please make sure the person in charge of your group signs this waiver.

Signature of said vendor/performer/group representative Date

Please make sure you sign in BLUE ink and send this back with your application!

PROGRAM ADVERTISING

If you'd like to advertise in our program, please check which size and send your ad along with the paperwork.

_____ 1/8th page (2"x 3 1/2 ") **\$50**

_____ 1/4th page (3 1/2" x 4 3/4") **\$75**

_____ ½ page (4 3/4" x 7") **\$100**
_____ Full page (7" x 9 ½") **\$150**

Door Prize Donation

Would you like to donate an item, gift certificate or service as a prize for our costume contest or to be raffled at the gate?

_____ **Yes**, I would like to donate:

_____ An item

_____ A Gift Certificate

_____ A Service

_____ **No**, I cannot donate at this time.

If donating, please give a brief description of what will be donated: _____

