



# *The Virginia Renaissance Faire*

## *Out of the Woodwork Productions Inc.*

### **Vendor Application**

Complete the form and return with applicable fees to:  
**Virginia Renaissance Faire Vendor Coordinator**  
**303 Eva Avenue, Linthicum Heights, MD 21090**

Please be sure all information is complete, accurate & legible.

- You may apply for one weekend or all weekends. You are required to participate the entire weekend. Preferential placement is given first to vendors who participate in the full run, second to vendors who participate in consecutive weekends.
- If accepted, this application is also your contract.
- Contracts are issued for one season only and vendors are reviewed annually.
- Filing an application does not mean that you are accepted. We will get back to you as soon as possible, but in some popular categories, we may need to weigh several applications before deciding which vendor may take the spot for this season.
- If you have any questions about your application, please contact:  
 Angi Bynum at 301-219-7460, [varf.vendor.coordinator@gmail.com](mailto:varf.vendor.coordinator@gmail.com) or [vendor@varf.com](mailto:vendor@varf.com).  
 Problems or concerns, contact the General Manager at 301-367-2958 or [turnip@toad.net](mailto:turnip@toad.net); we use the main faire number for patrons.

#### **Circle all dates for which you're applying:**

- Entire 2012 Season
- May 12-13, 2012
- May 19-20, 2012
- May 26-27, 2012
- June 2-3, 2012
- June 9-10, 2012

Application Deadline: April 1st. Applications postmarked or received electronically after that date will be assessed a \$25 late fee.

#### **Contact Information**

Owner Name	
Contact Name (if Different from Owner)	
Business Name (what's on your checks)	
Booth Name (what you'll vend under)	
Mailing Address	
Phone (please list day, evening, cell as necessary)	
Fax	
E-mail	
Website	
Preferred Method of Contact (check)	<input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> U.S. Mail

## Taxes

Each Vendor is responsible for any and all of his/her tax obligations: Federal; State; City; Local or Municipal. OOTW and the Virginia Renaissance Faire waives any responsibility thereof.

Tax ID #: \_\_\_\_\_

*Application will not be considered if Tax ID information is not provided.*

## Insurance

Vendors shall maintain, at their sole expense, fire, liability and property damage insurance. Any food vendor, ride concession, weapons vendor, games vendor, or any other business posing potential customer contact or risk (such as livestock) shall provide proof of \$1,000,000 comprehensive general liability insurance naming Out of the Woodwork Productions, Inc, as an additional insured. All insurance must be from companies licensed to do business in the Commonwealth of Virginia. Note: check with your homeowner's policy provider if you do not have specific business coverage.

Insurance Policy Number & Carrier: \_\_\_\_\_

## Vendor Status

If this is the first time you have vended, with this business, at Virginia Faire, please list any events or fairs where you have vended and dates: (example: Bristol Faire – 2010)


**If you are a returning Virginia Faire vendor, please circle the seasons you've vended at Virginia Faire: 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, or 2011.**

*If you vended in 2010 or 2011, you do not need to submit pictures/detailed descriptions of your work or booth, as long as they have not substantially changed. New merchandise must still be approved, however, so to guarantee that you will be able to display new merchandise, we recommend that you submit information on new merchandise categories.*

## Products and Merchandise

*Out of the Woodworks Productions retains the exclusive right to sell the following items, which may not be displayed or sold by Virginia Renaissance Faire vendors: alcohol, live roses, pickles and any item bearing the Virginia Renaissance Faire or Out of the Woodwork Productions name(s), logo(s), stage, location or character names. OOTW may, from time to time, grant certain vendors exceptions to this rule by special arrangement. For the 2011 season, both the pickle and live roses categories are available. Please contact the vendor coordinator for more information.*

**Circle your primary product category:**

**Food**

**Crafts** (handcrafted products created by the applicant, or a single artist, includes music)

**Games/Rides** (game vendors are required to offer prizes for winning patrons)

**Services** (face-painting, henna, tarot/palm reading, massage, hair braiding, etc.)

**Merchandise** (re-selling mass-produced/wholesale goods or representing several artisans)

**Living History/Non-Profit** (primary goal is education with either donations or minor merchandise sold to help defray costs)

**Other** (please describe) \_\_\_\_\_

**Food, Games and Services vendors, please describe your offering:**

Use extra page if necessary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Living History/Non-Profit organizations, please describe your educational goal/mission:**

*If you are a non-profit, please attach documents certifying your status. What will you be demonstrating? Will it be on-going throughout the day or periodic/scheduled? Please tell us if you will need space beyond the typical vendor space and of any other special needs. If you will be soliciting donations or selling merchandise, please explain what the funds will be used for (donated to parent or benefitting organization, defray expenses, etc.) If you will be selling merchandise, please fill out the "Craft and Merchandise vendor" section below, as applicable.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Craft and Merchandise vendors:**

*We are managed by an educational foundation; the décor and merchandise in your booth should support our Renaissance-era theme. Merchandise should be either handmade or period appropriate in style and content; items that could have been bought/sold in Elizabethan England, or promote the general ambiance of the Faire. While we will allow a certain percentage of fantasy, fairy and pirate-themed merchandise, as well as mass-produced product, it is limited and will become even more limited over time. Please also respect our focus on family-fare and children. Allowable "Adult" merchandise will be limited and should be displayed discretely and above the eye level of small children. **When in doubt, check with the vendor coordinator.***

**Are products Handmade?** (circle one) Yes No

**What percentage of products in your booth will NOT be handmade?** \_\_\_\_%

**Tell us what categories the merchandise in your booth will fall into (fill in blanks with description if not listed):**

Category	% of Total	Category	% of Total
Basketry		Metal Accessories/art	
Ceramics, Pottery		Weapons	
Clothing, Adult		Photography	
Clothing, Child		Prints, Drawings	
Fiber, Wearable Art			
Jewelry			
Leather Accessories/art			
Glass, non-jewelry			
Wood Accessories/art			

**Describe merchandise or crafts (attach additional pages if necessary)**

*Items not described are not considered approved and may not be displayed or sold. Additional items added to your inventory after application approval may be approved on-site. Or **not**. To ensure that you will be able to display your full inventory, please submit for approval in advance.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please include photos, clear photocopies or a link to a website or online photos where we may view your merchandise. Photos and other items submitted with this application cannot be returned.**

## Craft Demonstration

*Special consideration is given to vendors who can demonstrate their craft. If you fall into this category, please tell us what you will be doing. Especially, note whether you will need special services – extra space, electricity, water. Whether you will be using materials or doing activities that require special safety considerations – fire, gas, safety perimeters. Indicate whether patrons will participate or watch. Indicate whether it's an ongoing activity – you will be working on your craft inside the booth as time and business allows. Or whether you will do regularly scheduled demonstrations that may be promoted as such on the schedule. Please re-read these questions carefully and answer them below – some of the above considerations will determine where you are placed on the site map and if we don't know in advance, we may not be able to accommodate you.*

What will you demonstrate?

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Extra services required, such as extra or special space, electricity, water:

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Materials/activities that require safety considerations, such as flame, gas, safety perimeters:

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Will this be an on-going activity (working on your craft in the booth as business allows) or will you do regularly scheduled demonstrations that can be promoted on the schedule? *Please note: "on-going" means you will be actively using the tools of your craft to create new pieces from raw materials for several hours each day, soliciting patron interest and engaging them in discussion about your art: in other words, active education.*

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## Booth Information:

*Tents must be flame retardant or treated with flame retardant materials.*

**Check your booth type and write in primary color(s):**

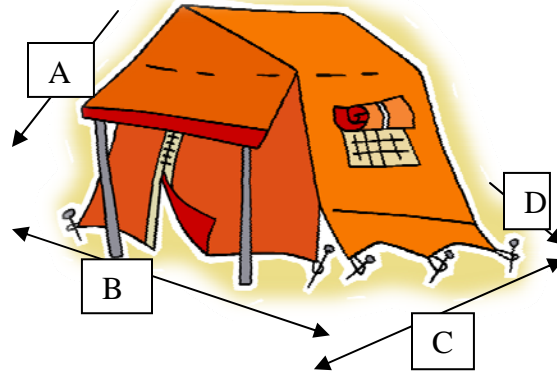
- Period Pavilion                      Color:  
*Such as Panther, Underhill, Mediaeval Miscellania, etc,*
- Plastic Sunshade/Easy-Up      Color:

**All plastic must be covered with fabric, as well as metal legs. Only fabric may be used as sides, during show hours.** *Please note our site can be windy; we recommend longer than usual stakes, weighted anchors and we strongly suggest that you lower the tent to the ground during the week if you are working more than one weekend.*

- Canvas Fly/Sunshade      Color:  
*See recommendations above regarding stakes and weights.*
- Framed Structure                      Color:  
*Assembled on-site*
- Cart/Strolling                      Color:
- Other  
Please describe \_\_\_\_\_

## Space Needed

We currently charge the same fee for either a 10x10 or 10x20 space. However, you must fill a 10x20 space. Larger spaces are negotiated on an individual basis. Larger spaces generally will need a full-season commitment. *Although we say 10x10 and 10x20, please give us the true size (including guide lines, stakes, supports, awnings, etc.) of the space you will need. We assume that a 10x10 tent will need about 2.5 feet on either side for ropes and stakes. If you need more or less, please tell us.*



Actual Tent Size: (example: 11X15) \_\_\_\_\_

Space Needed: (circle one) 10x10 or 10x20

A: Awning Space from tent: \_\_\_\_\_ B: Guidelines in Front: \_\_\_\_\_

C: Guidelines from sides : \_\_\_\_\_ D: Guidelines in Back: \_\_\_\_\_

**We guarantee frontage selling space only. If you can or would like to sell from more than one side, please tell us: (example: I will be selling from the front and right side):** \_\_\_\_\_

Electricity Needed? Yes  No  Purpose: \_\_\_\_\_

**Electricity is limited and generator-powered. Preference for electricity is given to food vendors first and craft demonstrators next.** Typically it is not available for credit card machines, fans or lights, so please don't plan on using them. We make every attempt to keep power flowing, however for food vendors we recommend a back-up generator. We cannot be responsible for lost merchandise or sales due to power failures.

**Placement Requests and Special Needs: Placement preference is given in this order: special needs; returning vendors; full-season vendors. However, we try to honor requests when we can.** We do our best to accommodate special needs, but realize that our site is unpaved, rolling ground with hills, mud, sun, rain, wind, dust, and wildlife. The more notice we have, the more likely we are to be able to accommodate you.

**Special needs include disabilities or special needs of vendors, as well as their merchandise. If your merchandise melts in the sun, or you need to be near an access point, or first aid, or need other special considerations, please tell us here as well as your placement request (example: I would like to be placed at the top of the hill next to .... Or I have a disability that makes it difficult for me to be away from a privee. I would like to be placed close to one.)**

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## Vendor Fees:

**Your check, money order, or credit card information must accompany this form. Applications will not be considered unless accompanied by payment.** Cashing of registration fees does not guarantee acceptance into the faire. If acceptance is denied, the original check or a refund check along with a rejection letter will be mailed to the applicant. Once your application has been accepted, there will be no refund. A \$30.00 handling fee is imposed on returned checks. After April 1st, applications will be assessed a late fee of \$25. Applications received before that date, but without payment of fees, will be considered late and assessed the late fee.

## Food Vendors

**\$25/weekend plus 10% of gross receipts.** Sign up for the entire run before March 1st and pay only \$100, plus the 10%.

## Games/Specialty

**\$20/weekend plus 10% of gross receipts.** Sign up for the entire run before March 1st and pay only \$80, plus the 10%.

## Crafts/Merchandise

For single weekends or less than the full run:

\$85/weekend

\$70/weekend if paid in full before March 1st

For full season run:

\$300 (\$60/weekend) if paid in full before April 1st

\$250 (\$50/weekend) if paid in full before March 1st

## Living History/Non-Profits

Please contact the vendor coordinator regarding applicable fees, if any.

**New Vendors: If this is your first time vending at Virginia Faire, you must also submit a \$100 security deposit in the form of a separate check or credit card payment request.** The deposit is to ensure that your space is maintained, free from litter and that you conform to our rules of conduct. **The security deposit will be returned to you within 30 days of the show if you include a stamped, self-addressed envelope, or shredded if you did not.** Checks will not be cashed unless forfeited in accordance with the contract Standards and Conditions detailed herein.

## Fees Enclosed:

Amount Enclosed: \$ \_\_\_\_\_ + **\$100 Security Deposit (New Vendors Only)**

## Credit Card Payment

Type (Circle One) American Express Mastercard Visa Other: \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp \_\_\_\_/\_\_\_\_

Name as shown on Card: \_\_\_\_\_

Telephone # of Cardholder: \_\_\_\_\_

Zip Code of Billing Address: \_\_\_\_\_

I agree to pay the above total amount according to card issuer agreement.

Signature: \_\_\_\_\_

# Standards and Conditions

The Vendor above, and each individual employee thereof, agrees to abide by these Standards and Conditions as published by Out of the Woodwork Productions, Inc, (OOTW), as published here and at later times in later documents, and acknowledges that a violation thereof may void any contract with OOTW. Any vendor who does not comply with these rules may be removed from the faire and barred from future participation. All decisions of OOTW, its General Manager, the Vendor Coordinator and any agents acting on their behalf are final.

## General

- **The Faire is held rain or shine.** The Faire reserves the right to close early if conditions are dangerous, with no refund of vendor fees or reimbursement of expenses.
- Out of the Woodwork and the Virginia Faire are not responsible for lost, stolen or damaged property.
- The Faire reserves the right to prohibit any product, print media, literature, flyer, sign, etc., that has not been pre-approved for exhibit, or which it feels is not in keeping with the best interest of the Faire.
- Vendors represent the Faire to the public and media. Please conduct yourself in an appropriate professional manner at all times. Rudeness and foul language to patrons or other participants will not be tolerated.
- Vendors and booth workers may not consume alcohol during faire hours at your booth or any other faire site.
- *Pets are not allowed at the Virginia Renaissance Festival, except for service animals. However, we recognize that it can be difficult for vendors to make arrangements to keep pets at home. Please try to do so. The site can be very hot and there is no shady area to park a vehicle and leave pets inside. Tethering your pet in the parking/camping area is unacceptable. You MUST have written approval from us in ADVANCE in order to bring a pet. If your pet is in your booth, they must be IN the booth and caged or tethered throughout the faire day and walked outside the faire grounds, taking the most direct path from your booth to the parking area. If you have questions, please talk to us in advance.*
- **Smoking is allowed in designated smoking areas only. There is no smoking in vendor booths.**
- Illegal drugs are not permitted and will be cause for immediate removal from the site and possible referral to local authorities

## Check-In

- Specific check-in procedures will be emailed in late April, or as applications are received.
- Check-in is Fridays from 12:00pm to 7:00pm. Other times are available by appointment ONLY. We do not have staff resident on site all of the time and will NOT be able to place you during the week.
- If you show up without an appointment, be prepared to camp in the parking lot until Friday.
- No Saturday morning check-ins are allowed.

## Set-Up/Tear-Down

- All vendors are responsible for their own booth set-up and tear-down.
- Setup begins Friday after 12pm.
- Breakdown will occur Sunday after 5:15 PM. No vendors are to cease operations before closing time: 5:00 PM.
- Breakdown must be completed Monday by Noon. Exceptions must be approved in writing by Faire management.
- Extreme weather conditions may make it necessary to close the site to vehicles. It is up to you to make accommodation to transport any necessary items to or from your space. No exceptions!
- **Only emergency vehicles are allowed on site from 9:30am to 5:30pm.**
- No fencing will be opened or fence line broken without the express permission of Faire Management!

- All trash must be removed from the faire grounds each weekend. Failure to remove trash from the premises will result in loss of security deposit or being barred from future seasons. Trash will be collected by the Faire if it is out by 5:15pm. After that it is your responsibility to get the trash to the dumpster or pack out your own trash.
- All leads, ropes, and guy wires must be flagged with faire appropriate colored cloth streamers for safety visibility.

## Costuming

- **Vendors must be in theme appropriate costume during open hours, provided at your own expense.** Our era is Elizabethan. Merchants should dress as middle class or lower stations, such as peasant.
- Noble attire and special character costumes must be approved by the Vendor Coordinator in advance.
- All costumes or attire are subject to review and approval by The Faire. When in doubt, please ask questions or send pictures.

## Booths

- Virginia Faire does not rent tents. Vendors are responsible for providing their own tent.
- All vendors and merchants are expected to bring period style pavilions or booths or adapt to period style to display and are expected to assist The Faire in providing support for our period theme. Any questions about appropriateness should be raised BEFORE the event.
- Modern features must be masked and hidden. Non-period/metal tables/chairs/etc. must be covered, including legs, in such a manner that suggests they conform to the Medieval/Renaissance theme. (A canvas drop cloth, painted or dyed, is a cheap way to hide any bright blue plastic tarps or EZ-UP.)
- "Non-period" equipment on your person or in your booth (cell phones, pagers, credit card machines, coolers, etc.) must be out of sight of patrons. All pagers and phones must be silent: vibrate mode or turned off.
- Booths must supply their own currently serviced 1-1/2 lb ABC fire extinguisher or industrial equivalent.
- Booths must meet with meet county fire safety requirements and safety inspector's approval.
- TV's, radios and amplified music should not be used during faire hours. The Faire reserves the right to lift the ban on amplified music if essential to a vendor or merchant's business.
- Booths will be periodically inspected throughout the faire.
- The following booth construction items are not acceptable: no plastics may be used for signs or canopies; no exposed chicken wire, plastic pipe, shiny metal, or cardboard; the use of purple as a color should be minimized. No day-glow or neon colors.
- We do not have on-site security after faire hours and cannot be responsible for losses of merchandise or equipment left out or unattended

## Operations

- Booth workers should carry proper faire identification on them while on the Faire site.
- The Faire usually cannot supply change for registers/cashboxes.
- **Vendors are required to be on site and in their booths 30 minutes prior to opening gate.**
- Booths need to be completely set up, manned and operational all hours the Faire is open: 10:00 am until 5:00pm.
- Vendors arriving at 10am, or after, are subject to the forfeiture of their security deposit. Repeat offenders will not be invited to return, and may be asked to leave.
- Any children under the age of 16 brought as part of a vendor booth should be accompanied by an adult when they are away from their booth.
- You should be open and ready for business during faire hours and responsible for hiring your own staff. Please coordinate with your fellow vendors for booth coverage; our cast and crew cannot cover your booth, except in cases of immediate medical emergencies.

## Vehicle Parking and Camping

- Merchant vehicles must be parked in the designated Vendor parking lot. Although there will be volunteers and security personnel patrolling the area, OOTW is not responsible for vehicles so parked or for any lost or stolen items.
- A parking pass will be issued upon approval of vendor application.
- Onsite camping areas and parking for RVs/campers will be provided wherever possible. There are **no** electrical or water hook-ups at any of our sites.
- Merchants are allowed to camp with their booths, and an area will be set up for merchant camping as well when possible.
- Limited rough tent camping space is available to participants on a first come first serve basis. Trailer space is extremely limited. Please contact faire management early for space availability.

## Daily Meeting

- Vendors are welcome to attend our daily cast meeting at 9am at the Rose Stage.

## Weapons

- Special care must be taken with this type of entertainment and merchandise. Safety **MUST** be maintained at all times. All local, state and federal laws must be met.
- Weapons sold must be peace tied with plastic zip-ties by the vendor **BEFORE** they are handed over to the purchaser. Vendor should supply their own zip-ties. No weapons may be carried through the crowd unsecured!
- . Weapons will not be sold to minors.
- Non-period weapons will not be sold (i.e. pocket knives).
- Firearms are not allowed on-site unless approved by and registered with the Faire Safety and Security Chief.

## Food Vendors

- Ice chests, plastic totes and other modern conveniences must be out of patron's view.
- Vendors using open flame must receive prior approval by management.
- Food vendors are required to be on site, completely set up, and ready for Health Department inspection no later than 9am on Saturday morning.
- Management reserves the right to limit the duplication of food items.
- Trailers and generators must receive prior approval by management.
- Vendors are responsible for keeping the area around their booth, and any nearby seating area, clean from trash
- Booths using hot grease must have a BC fire extinguisher inside – an ABC will not meet requirements.

## Recordings/Photographs

- OOTW owns any and all rights, title, and interest in television, cable, and radio telecasts, video tapes, film, photographs, audio and video recording, illustrations, of the Vendor and the Vendor's booth while participating at the Virginia Renaissance Faire.
- The Vendor waives all right to compensation for the use of personal or product likeness with respect to the faire, in perpetuity.
- Virginia Faire reserves the right to photograph Vendor Booths for internal use.

## Liability

- Participants must adhere to all rules of the faire and the grounds.
- ALL vendors are expected to provide their own insurance and be self-insured.
- Vendors shall indemnify, defend, and hold harmless, and waive all claims against The Virginia Renaissance Faire, Out of the Woodwork Productions, Inc., its officers, employees, agents, and members of the faire staff and Board of Directors from any and all loss, damage, or injury to you,

your agents and any participant or property.

- The faire is not liable for any action of Vendors or their staff for any damage to or loss of any property belonging to Vendors or their staff before, during or after the event, either on or away from the site of the event.

I have read the Out of the Woodwork Vendors' Standards and Conditions and will abide by them. I understand that all rules and regulations are subject to change with or without prior notice and my employees/agents are responsible for compliance with all policies established by Out Of The Woodwork Productions. I understand that I am subject to expulsion and/or fine if I do not comply.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_