



Michiana Renaissance Festival

Vendor Application and Agreement

Basic Information (Please print clearly)

Applying for year: _____

Name: _____ Faire name if different: _____

Business Name: _____

Address: _____

(include city/state/zip)

Phone: _____

E-mail: _____

Fax: _____

Website: _____

How did you hear about us? _____

Merchandise to be offered

Vendors may be asked to refrain from selling certain items in order to limit duplication of items between vendors. This is to ensure all vendors have equal opportunity to capitalize on their festival investment. Vendors displaying items not previously listed or approved may be asked to remove those items.

Hazardous Materials

Will you have any hazardous materials on site (gasoline, propane, etc.)?

Yes: ____ No: ____ If "yes", please describe: _____

Weapon Sales

Only those merchants who receive specific permission by the vendor selection committee of Entertaining History, Inc. are allowed to sell weapons. These merchants are responsible for having on-hand all federal, state and county permits to sell such items, and the merchant takes responsibility for all such sales. Weapons may only be sold to those age 18 and older. All weapons must be peace-tied/sealed at the time of sale, and for any weapon that cannot be properly peace-tied/sealed (such as any weapon sold without a scabbard), the vendor is responsible for carrying the weapon out of the festival and ensuring that the weapon is locked up in the customer's vehicle.

Selling weapons? Yes: ____ No: ____ If "yes", please describe: _____

Utilities

Water and Electricity are not available at St. Joseph County 4H Fairgrounds. Personal Generators are not allowed.

Vehicles

Vehicles are allowed in the St. Joseph County 4H Fairgrounds to load and unload. No vehicles are allowed on the festival grounds overnight. Vehicles must leave the festival grounds 1 hour before event start or sooner.

Estimated Arrival

Vendors may begin setting up as early as 10 AM on the Friday before the event. Vehicles are allowed in the St. Joseph County 4H Fairgrounds to load and unload. Vehicles must leave the festival grounds 1 hour before event start or sooner. No vehicles are allowed on the festival grounds overnight. Tear down is on Sunday night.

Friday 10am to Noon Friday Noon to 5pm Friday 5pm to 8pm Saturday 7am to 8am

Notes: _____

Primitive Camping

Vendors are allowed to camp in or near their booths overnight. Above ground campfires are allowed in the evening, but the vendor must extinguish the fire before leaving the area or retiring for the night. The merchant should have a fire extinguisher and a bucket of water on hand at all times while the fire is active. Port-a-p privies will remain available after hours. No shower services are provided. All tents set up for the evening must be torn down before festival hours begin. Emergency paths should never be blocked by camping equipment. It is important to keep noise to an absolute minimum. Camping is available Friday and Saturday nights. No Campers or RV's are allowed on the festival grounds or the parking area. Please contact us with any questions.

Camping which nights? Friday Saturday None

Booth Size

You do not need to include tie-downs in your space calculations below. Detail the actual space used with tie downs in the configuration notes. Demo space (i.e. an archery range for a bowyer) may not count against your booth size. Contact us for more information.

Fits into a 150 sq. ft. space = \$125
Larger than above, but fits into a 300 sq. ft. space = \$175
Larger than above, but fits into a 450 sq. ft. space = \$225
Larger than above, but fits into a 650 sq. ft. space = \$275 (contact us if larger)

Booth Configuration Notes: _____

Merchant Passes

Merchant passes are for booth staff, and all staff members must be of legal working age and properly authorized to work in the U.S. Each vendor may receive up to 6 vendor passes for booth staff at no charge, with additional passes available in advance for \$5 each. Passes must be visible on all staff members at all times while on festival grounds. Those without their passes will be required to pay the normal entrance fee to enter.

Of the 6 no-charge staff passes available to you, how many will you need?: _____

Extra Vendor Passes needed: _____ x \$5 per Pass = _____

Program Advertising

All attendees at the Michiana Renaissance Festival will be offered a free program that includes an event map, show schedule, historical information and more (a maximum of 1,000 booklets). Merchants are offered a discounted rate of \$50 for a single 1/4 page advertisement in this booklet. The size of the advertisement is ~2.25" wide by 3.75" tall. E-mail black and white advertisements in .jpg or .gif formats to ourmightyvendors@gmail.com at a minimum of 300 dpi (675p x 1125p) up to a max of 600 dpi (1350p x 2250p).

Would you like to purchase a quarter page ad in booklet for \$50 (discounted rate):

Yes _____ No _____

Vendor Selection

The Michiana Renaissance Festival is not only a fun event, it is also an educational experience for guests. It is important that all vendor booths look as period as possible, including the products that are sold and the way the booth staff is dressed and behaves. **All new vendors or vendors who have made changes to their setup are required to submit pictures of their booth and staff along with their application.** The vendor selection committee at Entertaining History, Inc. will review all vendor applications for appropriateness and uniqueness of merchandise. Vendors and their booths that appear closest to the historical period have a greater chance of being selected by the committee

Vendors who are not accepted by the committee will receive a full refund of their festival fees. Applications received by the first full week of June will have notification mailed by the first full week of July. Applications received after will receive notification as quickly as the committee can get to it. A cancellation fee of \$50 will be retained for any vendor that sends in their application and then cancels after July 31. The full fee will be retained for vendors that cancel after the first full week of August or for vendors that do not show up.

Warning: No vendor will be accepted if application or payment is received less than 2 weeks before the event.

Additional Rules and Guidelines

- **Alcohol:** Alcohol is not permitted on festival grounds at any time outside of the pub.
- **Smoking:** Local laws do not allow smoking in the park
- **Spiritualism:** To prevent apparent discrimination, vendors and merchandise of religious, spiritual or mystical items or agendas are not allowed (examples: Christianity, Fortune Telling, Judaism, Pagans, etc.).
- **Politics:** To keep things light-hearted, vendors and merchandise promoting political agendas are not allowed.
- **Animals:** Only service animals for the disabled are allowed. Animals that are part of a performance or demonstration are allowed with pre-approval. Vaccination history is required.
- **Minor Management:** There may be water features on the grounds All children 16 and under need to be accompanied by an adult AT ALL TIMES, no exceptions.
- **Customer Filching:** No vendor may lure festival guests away from any other vendor or show.
- **Clean-up:** Vendors are required to keep the area in and around their booth clean and free of trash at all times.
- **Early Closings:** Vendor booths are expected to remain open and available for the entire time the festival is open. Closing prep should not begin until after 6pm each day.
- **Stay in Character:** At anytime you are interacting with guests, try to stay in character with the theme of the event. Your voice, dress, products and booth should help immerse attendees in the event.
- **Family Friendly:** This is a family event. Wardrobe and speech should be rated "G", for all audiences.
- **The Show Goes On:** The Michiana Renaissance Festival will run regardless of the weather. Be prepared. Vendors are allowed to use non-period covers like tarps to cover merchandise during inclement weather. Depending on weather conditions, vehicle traffic may not be allowed on festival grounds. Be sure to have an alternative means of transporting your available goods.
- **Taxes:** All merchants are responsible for payment of Indiana State Sales Tax where appropriate.
- **Insurance:** A certificate of liability insurance is required of all vendors who sell wares or perform demos that pose a potential danger to our guests (i.e. Swords, toy weapons, food, etc.). This coverage, for no less than \$250,000, should name Entertaining History, Inc./Michiana Renaissance Festival (P. O. Box 821, Notre Dame, IN 46556), the St. Joseph County 4H Fair, Inc. (5117 S Ironwood Dr, South Bend, IN 46614) as additional insureds. Insurance must be verified prior to the Festival otherwise the vendor may not set up and all monies paid to the Festival will be forfeited. Determination of this requirement is made by Entertaining History, Inc., so be sure to ask if you have questions.
- **Security:** Security is on site during festival hours, however vendors are solely responsible for their own booth and merchandise.
- **Marketing:** All submitted pictures become the property of Entertaining History, Inc. and may be used for marketing purposes.

Terms

Each party agrees to indemnify and hold the other party harmless from all damages, judgments, awards, settlements and other liabilities (including, without limitation, attorneys' fees and expenses in defense of the same) resulting from any claims, proceedings, suits or actions brought against the other party which arise out of or relate to such party's actions or omissions in performing services. Neither party shall be liable to the other party for any lost profits or other indirect or consequential damages.

Entertaining History, Inc. shall not be liable for its failure to perform any term or condition under this Agreement, or for any indirect or special damages or loss which may be suffered by a vendor in connection with such failure to perform, if said failure to perform or damages are a result of conditions beyond Entertaining History's control such as, but not limited to, war, insurrection, strikes, fires, floods, acts of God, governmental restrictions, power failures, or any other cause beyond the reasonable control of Entertaining History, Inc.

This Vendor Application and Agreement constitutes the entire agreement between the parties and shall be governed by and construed according to the laws of the State of Indiana. Nothing herein shall be construed as creating a partnership, employment, joint venture, or agency relationship between the parties and no party shall have authority to bind the other in any respect.

If any provision of this Agreement shall be held invalid, void or unenforceable for any reason, then said provision shall be severed from the remaining provisions of this Agreement, and the remainder of the Agreement will remain in full force and effect.

PLEASE NOTE: Festival location and associated rules are subject to change.

Festival Fees

Booth Fee (from "Booth Size" section, Page 2) = _____

Extra Vendor Passes (from "Merchant Passes" section, Page 2) = _____

Booklet Ad (from "Booklet Advertising" section, Page 3) = _____

Total Payment Due = \$ _____

Mail in your signed Vendor Application and Agreement form along with:

- Photos of your booth/staff
- Proof of insurance (if required based on "Rules and Guidelines" above)
- Self-addressed and stamped envelope (SASE)
- Check* or money order for festival fees payable to: **Entertaining History, Inc.**

P. O. Box 821

Notre Dame, IN 46556-0821

*Returned checks are subject to a \$50 processing fee.

By signing this Application and Agreement I hereby consent to the terms and conditions herein.

Vendor/Merchant:

Signature: _____

Name (Printed): _____

Title: _____

Date: _____