

Columbia Park, Kennewick, Washington
September 24 & 25, 2016
Merchandise Vendor Application

Read, Print Out, and KEEP this information when you apply.

Basis For Acceptance:

No application will be considered if the registration form is not completely filled out. All entries will be screened from photographs. **Sending us your webpage address instead of hard copy will not be acceptable.** The Production Director reserves the right to make a determination for returning vendors on the inclusion of photographs. The criteria for selection will be quality, conformance with the requirements of this application, **and suitability of the work to the historical ambiance of the Renaissance period.** All vendors will be expected to participate both days. **ALL VENDORS AND HELPERS ARE REQUIRED TO WEAR A RENAISSANCE COSTUME** and decorate their booths in the style of Tudor England. Any vendor found not costumed by 9:00 A.M. on Saturday morning will have their booth closed until they are in period clothing. Clothing can be found on site by either renting or purchasing a suitable costume. **VENDORS WHO REFUSE TO WEAR APPROPRIATE ATTIRE WILL BE EJECTED FOR NON-COMPLIANCE.**

Fees:

Make certain that the dimensions of your booth are accurate on the registration form as you will only be given a 10 x 10 foot space unless you specify otherwise. When describing your booth **write the frontage first then the depth, e.g. 12 x 10.** No electricity will be available for merchandise booths.

Because we have moved we can now accommodate larger booths. Therefore there are no size restrictions. However to make it easier to do the math, **BOOTH FEES ARE NOW FORTYFIVE CENTS (\$.45) PER SQUARE FOOT** (length x width) **INTERIOR SPACE ONLY, NOT COUNTING GUY WIRES.** When specifying your space size count the entire footprint (booth plus guy wires) so that we can place you in the proper size space.

Once again, the fee is for the interior space of your booth, not counting the guy wires, but the size you request must include the guy wires. So a 10x10 with guy wires that bring it to a 12x12 would be \$45.00, but the space size requested must be written as a 12x12. (10x10=\$45., 15x15=101.25, 20x20=180.00, etc.)

Important Notice:

Booths under 10x10, and Merchants wandering or selling from a pushcart are \$45.00. Booths over 600sq.ft. are \$270.00

Checks should be made out to: “Ye Merrie Greenwood Players”. No-shows will not be invited back. The fee will be refunded to those not accepted. Please advise us immediately if you must cancel. No refund will be made if the work is rejected *at the show* for misrepresentation, or if the vendor cancels later than two weeks before the Faire. Persons/Groups wishing to only demonstrate various crafts or trades may be exempted from paying the registration fee, but must adhere to the same regulations stipulated for the vendors.

Registration Deadline:

Registrations must be received **NO LATER THAN August 12, 2016.** Vendors will be notified of acceptance **after August 26, 2016.** *Returning Vendors, if you cannot send a check due to financial reasons by April 3, contact the director. It is possible that a space may be held for you. However, the fully filled out application must be sent in by May 6none the less.*

Sales:

Vendors will be responsible for handling their own sales, and for the collecting and paying of Washington State Sales Tax. (WSST) All retail sales should be reported to **Richland's tax code 0304**. A WSST number **MUST** be listed on the registration form. *If you do not have a WSST number, your registration cannot be considered. To obtain an WSST for out of state vendors, you may contact them at:* WA Department Of Revenue, P O Box 7220, Kennewick WA 9933, 1-800-647-7706

Resale:

Resale appropriate to the time period, such as books, clothing, clothing patterns, knives, etc., will be permitted. *(if your inventory has **more than 25% resale merchandise**, it is categorized as a resale booth and will be placed accordingly)* Resale items must be clearly marked on the written representation of items for sale.

Displays:

Vendors are responsible for providing all materials and for all construction and maintenance of their booths. *Remember to fire proof any materials that may require it.* **Booths must have a fire extinguisher.** Displays should be designed to withstand wind. NO MODERN APPEARING SIGNS OR NEON-TYPE SIGN OF ANY VARIETY MAY BE USED.

Set Up and Show Hours:

The Faire is open from 9:30 until 5:30 both days. Vendors may set up on **Friday, from 9:00 A.M. until 5:00 P.M.** **THERE IS NO SET UP AFTER 5:00 P.M. ON FRIDAY** WITHOUT PRIOR ARRAIGNMENTS WITH THE DIRECTOR. There is set up time available **Saturday from 7:00 - 9:00 A.M.** Vehicles will not be allowed to remain on the grass and **MUST** be off the Faire Grounds by 9:30 A.M., as the gates will be opened to the public at that time. **Booths may not be taken down or vehicles brought on the Faire Grounds until after 5:30 when the show is officially over.**

Security:

In order to safeguard their merchandise, vendors will be allowed to stay on site overnight Friday till teardown Sunday. Greenwood Players will provide security on site from Friday after 5:00 P.M. until Sunday at 6:00 P.M..

Indemnity and Hold Harmless Agreement:

All vendors signing the registration form hereby release Ye Merrie Greenwood Players and the City of Kennewick from responsibility for any damage or loss to said vendor's property or any personal injury which the vendor or helpers may sustain while participating in Ye Merrie Greenwood Renaissance Faire. Further, they agree to abide by the rules, policies, and guidelines contained in the application and information letters.

Weapons Policy:

Weapons for sale must be peace bonded. It is the responsibility of the vendor to provide peace bonding. Persons purchasing weapons must be reminded that they may not remove the peace bonding while on the Faire site, as they will be asked to leave. **Selling weapons to persons under 18 years old is not permitted without a parent present. If you are not sure of the age of the person buying the weapon, ask to see ID.**

On Site Camping: IMPORTANT, PLEASE READ.

Because we have moved!!!! Greenwood Faire onsite camping will allow campers, tents, trailers, and R.V's, Friday and Saturday nights **for free.**

Vendors may camp on site either in their booths or in our "Actors' Camping Area" **As we are too far from the Fire Department to get to quickly it is requested that fires be kept above ground.**

If you have a fire, you must have two (2) fire extinguishers present. Accidents happen, and I'd rather they not happen to our new site! Further camping information will be provided when the Vendor is accepted in the show.

Off Site Lodging:

Upon request a list of lodgings and campsites will be included in the acceptance packet. *Notice: Hotel/Motels fill up quickly, it is best to book your rooms early.*

Rules for Participation:

1. All work must be designed and executed by the accepted artist, unless the registration is clearly labeled as *resale*.
2. Artist must be present with their work for the full two days of the Faire.
3. All work shown must be for sale unless the registration form is clearly marked as *demonstration*.
4. *Only artists accepted in the jewelry category may display and sell jewelry.*
5. **ALL VENDORS AND HELPERS MUST WEAR RENAISSANCE COSTUMES.**
No exceptions.

The Production Director reserves the right to make a determination on any of the above rules. Send all mail inquires and application forms to:

Ye Merrie Greenwood Players,
6015 W 20th Avenue
Kennewick WA 99338-1502

Acceptance packets will not be mailed before August 26, 2016.

YOUR NAME _____ **PHONE** _____

BUSINESS OR ORGANIZATION NAME _____

ADDRESS _____

(Street address, City, State, Zip Code)

CONTACT NAME & PHONE # IF DIFFERENT FROM ABOVE

EMAIL ADDRESS _____

WASHINGTON STATE TAX NUMBER _____

NAME UNDER WHICH SALES TAX NUMBER WAS GRANTED _____

My signature certifies that I am the artist/vendor who will be selling the work described. I have read and understood the rules and guidelines set forth in the Application form for Ye Merrie Greenwood Renaissance Faire, and agree to indemnify, hold harmless, and defend any action against Ye Merrie Greenwood Renaissance Faire, Ye Merrie Greenwood Players, and the City of Richland from and against all liability whatsoever arising from my participation in Ye Merrie Greenwood Renaissance Faire.

Signature _____ Date _____

NAMES OF HELPERS: Please write names on the back of this application. Additional names may be listed on a separate sheet and included with registration form

CATEGORY (please check all applicable)

ORIGINAL ART _____
(75% original work)

RESALE ITEMS _____
(over 25% resale merchandise)

DEMONSTRATING _____

DESCRIBE WORK :

DESCRIBE BOOTH:

INTERIOR SQUARE FOOTAGE _____

EXTERIOR FOOTPRINT WITH GUY WIRES

(FRONTAGE FIRST PLEASE) _____

APPEARANCE (DECORATED POP UP, VIKING STYLE, ETC.)

If accepted, please send me :

_____ Renaissance costume information

_____ Lodging information

_____ Other - _____

Remember to enclose:

- **Booth Fees**, \$.45 per square foot. **The fee is for the interior space of your booth, not counting the guy wires, but the size you request must include the guy wires. So a 10x10 with guy wires that bring it to a 12x12 would be \$45.00, but the space size requested must be written as a 12x12.**
- Write your check to Ye Merrie Greenwood Players
- *Don't forget a stamped, self-addressed, 4x9 standard business envelope!!!!*
- The application
- A representative list of items for sale and a price list
- Photographs of Merchandise, booth and costume. **Sending us your webpage address instead of a hard copy will not be acceptable.**

Send application to: Ye Merrie Greenwood Players, 6015 W. 20th Avenue, Kennewick WA 99338-1502