

**The 32nd. Annual
Ye Merrie Greenwood Renaissance Faire
September 22 & 23, 2018 Columbia Park, Kennewick, Washington**

Please Read and Print Out, Return Only the Application, Keep This Information.

Basis For Acceptance

No application will be considered if the registration form is not *completely filled out*. In keeping with the theme of Ye Merrie Greenwood Renaissance Faire, **FOOD VENDORS ARE REQUIRED TO WEAR A RENAISSANCE COSTUME**, decorate their booths in the style of Tudor England, and try to present a Renaissance Menu. Modern equipment should be kept inconspicuous. *Please include a photo of your booth and your costumes with the application.* **You are required to send proof of insurance with your application.**

Registration Deadline:

Registrations must be received **NO LATER THAN July 6, 2018.** Vendors will be notified of acceptance **after July 20, 2018.** *Returning Vendors who cannot pay for their space when they apply may request to pay on site. The request must be sent with the application in order to have a space held for you.*

Cigarettes & Vaping:

Because our theme is 16 Century England and the ambiance of that time is paramount to the enjoyment by the audience, cigarette smoking and vaping in your booth is not permitted. **Smoking a pipe is permitted.** There will be several designated areas, which will be concealed from the audience, where smoking and vaping is allowed. Vendors refusing to follow this restriction will not be invited back in 2019.

Menus

Menus must be received **NO LATER THAN July 6, 2018** and obtain approval before finalizing their plans for food to be served. Menus and prices cannot be changed without approval from the director once they have been approved. There will be no repetition of menus among concessions. In this regard, we ask Food Vendors to consider changing menus if another concession has first submitted a menu which included one or more of your proposed items. Drinks and “extras” will be allowed as repeat items.

Booths

Booth spaces are approximately **20 x 20 feet**, and locations might change from year to year. When describing your booth **write the frontage first then the depth, e.g. 20 x 10.**

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All Vendors guarantee the booth to be staffed and ready to serve approved menus during all hours of the show. Vendors will be advised of their booth location when they check in. 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 at least 2 fire extinguishers. Displays should be designed to withstand wind

Set Up and Show Hours

The Faire is open from 9:30 until 5:30 both days. Trucks will be allowed on site during set up and tear down. 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**

APPROVAL. 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 site 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 site until after 5:30 P.M. when the show is officially over**

On Site Camping: IMPORTANT, PLEASE READ.

Because we have moved!!!! Greenwood Faire onsite camping will allow campers, tents, trailers, and R.V.'s, Friday, Saturday and Sunday nights **for free**. Requests for power for a small number of R.V.'s will be considered at the time of acceptance.

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.

Trash/Tables

Trash cans will be provided for use in concession areas. Concession operators are responsible for emptying their own trash containers. Full trashcans are to be brought to the South side of the flush toilets building. Empty trashcans are located there. You may furnish additional garbage cans for your area from there as well if desired. Vendors will be totally responsible for policing the area in the vicinity of their booth and maintaining it litter-free. To avoid the danger of stinging insects, they will be expected to keep all tables in their area clean at all times. Cooperation with other concessions on this clean up policy is expected. **WE REALLY APPRECIATE AND EXPECT YOUR ASSISTANCE IN MAINTAINING YOUR AREA.**

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Electrical Power

Electrical power will be available for all food concession booths. This power is limited but we are usually able to accommodate concession needs to about 3000 watts = one 30 amp circuit. **Vendors must make accurate estimates of their power requirements and submit them with their application.** Approval of your electrical needs will be finalized at the time you are accepted. Each Vendor must provide their own heavy-duty, outdoor rated extension cords for connection to power outlets. There are standard, 115 volt AC 3wire grounded receptacles located on power poles in the vicinity of the booth locations.

License, Taxes, and/or Fees

Vendors will be responsible for complying with any applicable rules regarding obtaining any necessary license of inspection, collection and payment of Washington State Sales Tax or other taxes or fees. All retail sales should be reported to the Kennewick tax code, 0304. **To obtain a Washington State Sales Tax Number for out of state Vendors, you may contact them at:** WA Department of Revenue, P O Box 72207, Kennewick WA 99336, 1-800-647-7706.

Security/Risk/Liability

You are required to send proof of insurance with your application. *In order to safeguard their merchandise, vendors will be allowed to stay on site overnight Friday and Saturday.* There is limited access to potable water, and any open fire may pose a **FIRE HAZARD**, therefore, we request that **no cooking** outside of your booth be done in the park, within the area of the Faire.

DUE TO CITY REGULATIONS, NO PETS ARE ALLOWED ON THE SITE UNLEASHED.

Important: The names of ALL persons staying in the park overnight **MUST** be provided no later than two weeks before the event. Persons not listed will be detained by security until their identity can be verified. There will be security on the site. Persons found using or supplying illegal substances will be handed over to the authorities for prosecution.

Indemnity and Hold Harmless Agreement

The vendor signing this contact hereby agrees to indemnify, hold harmless, and defend any action against Ye Merrie Greenwood Renaissance Faire, Ye Merrie Greenwood Players, and the City of Kennewick from and against all liability whatsoever arising from the Vendor's participation in Ye Merrie Greenwood Renaissance Faire. All vendors signing the registration form agree to abide by the rules, policies, and guidelines contained in the application, application form and the accompanying introduction letter.

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Signs

NO MODERN APPEARING SIGNS WILL BE ALLOWED ON OR AROUND CONCESSIONS. NO NEON OR NEON-TYPE SIGN OF ANY VARIETY MAY BE USED.

Permits

Vendors are responsible for complying with all applicable public health laws or ordinances of the City of Kennewick and the State of Washington, etc.. Vendors must contact the Health Services Department as soon as they receive their acceptance to Ye Greenwood Faire. **The phone number for the Health Services Department locally is: 509-7861633** In addition, the following must have been completed and presented to the director with your application:

1. That you have checked with the City of Kennewick to determine what requirements are applicable to your operation
2. That you have had issued to you all licenses and necessary permits
3. That you have had everyone working in your booth who is over the age of 14 years tested and issued a card by the Health Services Department. Provide a list of those people to the director. **Folks have been forgetting to send me this information. Please don't make me call you for it.**

Fees [Applications received after July 13th will be charged an additional \$5.00 late fee to be added to their normal booth fee!]

Fees are \$200.00 per booth. Please make your check or money order payable to: "Ye Merrie Greenwood Players" Registrations must be received **NO LATER THAN July 6, 2018.** Vendors will be notified of acceptance **after July 20, 2018.** *Returning Vendors who cannot pay for their space when they apply may request to pay on site. The request must be sent with the application in order to have a space held for you. 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. Phone inquires may be made weekdays at: 1-509-783-7727. Vendors may call to inquire if they are accepted*

acceptance packets will not be mailed before July 20, 2018

Remember to enclose:

1. **\$200.00 check or money order made out to "Ye Merrie Greenwood Players"**
2. **A 4 x 9, STANDARD SIZE BUSINESS ENVELOPE, self-addressed and stamped.**

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3. **The Application Form (remember to keep the application information)**
4. **Proof of Insurance**
5. **A menu and a price list**
6. **Remember to include Photographs of your booth and your Renaissance costume.**

YOUR NAME _____

PHONE _____

**BUSINESS OR ORGANIZATION
NAME** _____

ADDRESS _____
_____ (street or box number, city, state and zip code)

E-MAIL ADDRESS

**CONTACT NAME IF DIFFERENT FROM
ABOVE** _____

**WASHINGTON STATE TAX
NUMBER** _____

**NAME UNDER WHICH STATE TAX NUMBER WAS
GRANTED** _____

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

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DESCRIBE	TYPE	OF	FOOD
			(list menu
and prices on a separate sheet)			

DESCRIBE BOOTH (exact booth size with any guide wires, denote frontage size, then depth, describe appearance)

If accepted please send me:

- _____ Renaissance costume information
- _____ Lodging information
- _____ Other-

The signature below certifies that the Vendor has read and understood the rules and guidelines set forth in the information accompanying the application and hereby agrees to abide by them and to indemnify, hold harmless, and defend any action against Ye Merrie Greenwood Renaissance Faire, Ye Merrie Greenwood Players, and the City of Kennewick from and against all liability whatsoever arising from the Vendor's participation in Ye Merrie Greenwood Renaissance Faire.

Signature _____

Date _____