

**Howard Amon Park, Richland Washington
June 27 & June 28, 2015
Food Concession Application**

Read, Print Out, and Save 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. You are required to send proof of insurance with your application.**

Permits

Vendors are responsible for complying with all applicable public health laws or ordinances of the City of Richland, 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: 509-786-1633**

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

Fees:

\$170.00 for a 20x20 space. *Returning vendors, if you cannot send a check due to financial reasons by April 13, 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 April 13 none the less.* Please make your check or money order payable to: **“Ye Merrie Greenwood Players”**

Deadline:

Registrations must be received **NO LATER THAN APRIL 13, 2015.** Vendors will be notified of acceptance **after April 24, 2015.** *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 April 13 none the less.

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.**

Menus

Food Vendors must submit their proposed menus, and prices, with this application by April 13, 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

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

Electrical Power

Electrical power will be available for all food concession booths. **Vendors must make accurate calculations 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.

Trash/Tables

Trash pickup will be made by the City of Richland. Trash cans will be provided for use in concession areas. If the accumulation of trash in any area occurs at a faster rate than City personnel can dispose of it, Concession operators are responsible for emptying their own trash containers until City pickups can be made. You may furnish additional garbage cans for your area if desired. Vendors will be totally responsible for policing the area in the vicinity of their booth and maintaining it litter-free. They also will be expected to keep all tables washed and 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.

Security/Risk/Liability:

In order to safeguard their merchandise, vendors will be allowed to stay on site overnight Friday to Monday.

Indemnity and Hold Harmless Agreement:

All vendors signing the registration form hereby release Ye Merrie Greenwood Players and the City of Richland WA 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.

On Site Camping: IMPORTANT, PLEASE READ.

If you are camping in an RV or Trailer that will be parked on Lee Blvd. Extension you may camp from Friday to Monday, however there is an additional charge by the City of Richland of \$10.00 per night. Please make out a check for the proper amount written to The City of Richland and give it to the folks at the Vendor Gate on Friday or Saturday when you check in. We will take your check to the city so that there is no confusion.

Vendors may camp on site either in their booths or in our "Actors' Camping Area" on Friday through Sunday nights **for free**. 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. There are Motels and Restaurants within walking distance. *Notice: Hotel/Motels fill up quickly, it is best to book your rooms early.*

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 Richland 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.

Please be sure that:

1. That you have checked with the City of Richland 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.**

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 April 24, 2015

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

DESCRIBE TYPE OF FOOD _____

(list menu and prices on a separate sheet)

**EXTERIOR FOOTPRINT WITH GUY WIRES
(FRONTAGE FIRST PLEASE)** _____

POWER REQUIREMENT _____

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

If accepted, please send me :

_____ Renaissance costume information

_____ Lodging information

_____ Other - _____

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 _____

Remember to enclose:

- *Booth Fees*, \$170.00 for a 20x20ft space.
- 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 hard copy will not be acceptable.**

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