

# 2012

## King Arthur's Fall Harvest Festival



Brian Harvard – 860.478.5954

The Connecticut Renaissance Faire

Merchant Packet

## MERCHANT GENERAL INFORMATION

### RATES – CART/MOBILE SALES

All checks must be postmarked no later than the registration deadline date shown below in order to be considered registered at that rate. **NOTE: Food merchants please call for your rate.**

Date .....	Cost
<b>By Oct 16 2011 .....</b>	<b>\$275</b>
By January 31 .....	*\$300
By February 29 .....	\$325
By March 31 .....	\$350
By April 30 .....	\$375
By May 31 .....	\$400
By June 30 .....	\$450
By July 31 .....	\$500
By August 30 .....	\$550
After August 30 .....	\$600

Note: You will be issued a single ID Badge for your booth for a cart/mobile booth. Any additional employees must enter the faire at the current rate of admission.

### RATES – BOOTH/TENT

All checks must be postmarked no later than the registration deadline date shown below in order to be considered registered at that rate. Rates are shown in square footage. Minimum tent size is 10x10. **NOTE: Food merchants please call for your rate.**

ate	Cost
<i>By October 16, 2011 .....</i>	<i>*\$2.75/SF</i>
By January 31 .....	*\$3.00/SF
By February 28 .....	\$3.25/SF

By March 31 .....	\$3.50/SF
By April 30 .....	\$3.75/SF
By May 31 .....	\$4.00/SF
By June 30 .....	\$4.50/SF
By July 31 .....	\$5.00/SF
By August 30 .....	\$5.50/SF
After August 30 .....	\$6.00/SF

Note: You will be issued a single ID badge for each 100 SF area of your tent (initial 10x10 allows for 1 owner and 1 employee). Any additional employees must enter the faire at the current rate of admission.

### DISCOUNTS

The following discounts are available:

Wooden Structure\* .....

\* Must be approved by CTRF.

### CLEANUP/SECURITY DEPOSIT

When you submit your registration for our show you must include an additional check written out to "The Connecticut Renaissance Faire" that includes a memo of "Cleanup/Security Deposit". This check:

1. Should be written for \$100.
2. Should be postmarked for the last day of the performance.
3. Will be shredded if your sales area is properly cleaned and approved by the General Manager once the Faire is over.

If your sales area is abandoned and/or left in disarray your cleanup deposit is forfeit and we will cash the check to cover cleanup expenses. If cleanup expenses exceed the deposit you will be billed accordingly.

## PAYMENT CHECKLIST

Please gather the following and get it to us all at the same time. If we are missing any part of this information you will not be considered registered for the event until we do. This could mean you fall into a different, higher-cost, registration slot. If you have any questions, please contact Brian at [brian@ctfaire.com](mailto:brian@ctfaire.com) or (860) 478-5954.

1. **Check:** Please make your check or money order payable to "The Connecticut Renaissance Faire." If your check is for the incorrect amount, is not signed, or cannot be cashed you are not considered registered for the event. If you fall into a new time-block as a result you will have to pay at the new rate.
2. **Cleanup Deposit Check:** Be sure to include your cleanup check.
3. **Merchant Info:** Fully and legibly complete the merchant information form.
4. **Contract:** Thoroughly read, sign and date the Merchant Contract. This contract includes important notes, penalty information, and essential information you and your employees are required to know.

## INSURANCE CHECKLIST

Your one-million-dollar liability policy MUST include the following entities as "Additionally Insured":

- Mythical Journeys LLC, 104 South Main Street, Danielson, CT 06243
- Hebron Agricultural Society, 347 Gilead Street, Hebron, CT 06248

Insurance is required for the entire length of time you are setting up and breaking down. Please have your insurance carrier email your certificate to [brian@ctfaire.com](mailto:brian@ctfaire.com) no later than 14 days prior to opening.

## SALES AREA

As of 2009 the Faire implemented a new policy requiring all merchant tents to be "period" by their fourth year with us. Merchants without a period tent on their fourth year will not be allowed to vend with us.

## EVENT DATES

These are the dates for our event:

**Dates: Sep 29, 30 &  
Oct 6<sup>1</sup>, 7<sup>1</sup>, 8\*, 13<sup>1</sup>, 14,  
20<sup>1</sup>, 21, 27<sup>1</sup>, 28**

*\* Columbus Day (Monday, Oct 8): Required for all merchants to attend. Please plan accordingly.*

*<sup>1</sup> Halloween Knight Event: We are open until 9:00p.m. this evening. Please plan accordingly.*

# CONTRACT

It is your responsibility to read and understand this contract in its entirety before signing. This contract contains clearly-defined rules and fines for not following these rules.

## BOOTH STAFFING RESPONSIBILITIES

**STAFFING:** I, the Merchant, will make certain my booth is properly staffed even if I am unable to staff it due to illness, family emergencies or anything short of a state approved emergency. My booth will remain set up during and operational during all open hours of the CTRF unless otherwise agreed upon in writing by the CTRF Merchant Coordinator.

**FINE:** I, the Merchant, understand that if my booth is not open for business on any of the operational faire days I will be fined \$100 per occurrence by CTRF. I agree to pay this fine before the next operational faire day and understand that failure to do so means I will not be allowed to return to the faire nor will my merchant fee be refunded.

**FINE:** I, the Merchant, understand falsely representing employees for my booth or attempting to sneak guests onto site without permission may result in immediate dismissal from the Faire without refund.

## BOOTH START/CLOSE TIME

**READY TIME:** I, the Merchant, agree to have my sales area completely set up and that my employees and I will be in costume no later than 10:30 am on each day of the CTRF that I am in attendance for. I agree that any of my employees and I will remain in costume and character throughout the day while I am on the CTRF grounds while it is open to the public.

**FINE:** I agree to pay \$100 per incident of myself or my employees being in the public eye out of costume during faire hours within my booth.

**OPENING/CLOSE TIME:** I, the merchant, understand my booth must not open late or close early and will keep my booth open and operational while the faire is running.

**FINE:** I, the merchant, understand that is I open late (past the time of opening gate) or close early (before the official faire close time is announced) I will pay \$25 per 15 minute period.

**VEHICLE:** I, the Merchant, agree to have my vehicle and/or the vehicles of my employees off site and in the designated merchant parking area no later than 10:00 a.m. on each day of the CTRF that I (or my employees)

are in attendance for. I will not attempt to bring my vehicle on site or allow my employees to do so at the end of the Faire day until the Merchant Coordinator has authorized it.

**FINE:** I agree to pay any fees related to the towing of my vehicle or employee vehicles for not adhering to these rules. Additionally I agree to pay \$25 per 15 minute period that vehicles associated with my booth are on site past 10:00am. Example: If my vehicle (or one of my employee's vehicles) is on site for 20 minutes this is TWO 15-minute periods).

## BOOTH SALES AREA

**SPACE:** I, the Merchant, agree to use only the space I have paid for. If I must exceed this space I will obtain permission from the CTRF Merchant Coordinator who must approve the expansion. I understand that additional fees may apply for this expansion.

**SALES AREA:** I, the Merchant, understand that I must provide my own sales area and costume and that it must be approved by the CTRF in advance. Included in this sales area will be an appropriate sign made of wood or similar durable material that best represents the time period, my business and the CTRF. I also agree to fashion my booth with a Renaissance-Fantasy style that covers exposed pipes, tables or modern looking implements.

**CLEANLINESS:** I, the Merchant, agree to keep my booth and a radius of 10' feet around my booth free of trash and debris during the run of the CTRF.

**BREAKDOWN:** I, the Merchant, agree to break down and remove my booth from the CTRF site within two days after the CTRF closes for the season unless otherwise approved in writing by the CTRF Merchant Coordinator.

**SALES:** I, the Merchant, understand that the CTRF provides a setting in which I may sell my wares and that the CTRF is in no way responsible for a lack in sales I may incur for any reason. This includes, but is not limited to; inclement weather, patron traffic, location of site, location of sales area, etc. I understand the faire is willing to work with merchants to help them maximize their sales potential and agree to speak with them if concerns arise while still holding the CTRF harmless if unable to react.

**ANACHRONISMS:** I, the Merchant, understand that anachronistic items such as wrist watches, cigarettes, neon colors, cell phones, tennis shoes/sneakers, modern print bandannas, spandex, jeans, or modern clothing during the hours the CTRF is open to the public. I agree to keep any weapons I wear as costuming peace bound at all times unless I am part of a performance

that requires it. I agree not to bring firearms to the CTRF at any time for any reason.

**SECURITY:** I, The Merchant, understand that though there will be an onsite security presence throughout the weekend runtime of the CTRF, the CTRF is not responsible for damage to or theft of my property at any point for any reason and will not hold the CTRF or its security team accountable for such. If I decide to leave my sales area set up between CTRF weekends I understand that the CTRF is not responsible for damage to or theft of my property for any reason and will not hold them accountable for such. I understand that this extends to the property of my employees.

**WEATHER:** Bad weather is a possibility during the run of the Faire. I understand it is my responsibility to insure my tent is properly secured to withstand severe weather.

**FINE:** I, the Merchant, understand that failure to properly secure my tent/wares may result in a maintenance fee if CTRF staff is forced to secure my tent or wares. The amount of this fee will be determined by CTRF staff based on the amount of work required.

**INSURANCE:** I, the Merchant, understand that Premises & Product Liability Insurance is not included in my registration fee and agree to provide my own. I understand that I am required to present evidence of insurance to the CTRF Merchant Coordinator no later than 14 days prior to opening.

**TAX ID:** I, the Merchant, understand that I am required to have and present a State of Connecticut Tax ID Number. I understand that if I do not provide one the State may provide one for me during the CTRF during inspection. I understand that the CTRF is not responsible for any fines or penalties I may incur for not having a valid State of Connecticut Tax ID Number when inspected. If I decide to sell food, I agree to have all permits required by the town of Hebron and State of Connecticut to sell such and will adhere to all rules set forth by the state and town in this regard.

**PETS:** MERCHANT agrees not to have pets in their BOOTH during the FAIRE day unless approved in writing by Faire management. Approved pets that are kept in MERCHANT BOOTHS will require additional insurance. A \$50 per pet fee applies in addition to booth rental fees.

## CODE OF CONDUCT

**PROFESSIONALISM:** I, the Merchant, agree to behave in a professional manner at all times that best represents my organization and that of the CTRF. I also agree to ensure that my employees maintain this same level of professionalism.

**SMOKING:** I, the Merchant, understand that smoking is not allowed on site and agree to smoke only off site and

out of the view of patrons during the CTRF open hours to maintain the ambience of the CTRF.

**FINE:** I, the merchant, understand there is a \$25 fine for breaking the above smoking rules (for each offense).

**FAMILY SHOW:** I, the Merchant, understand that this is a 'family-based' show and agree to keep my tone to a mild PG-13 level that best represents the CTRF.

**ALCOHOL & DRUGS:** I, the Merchant, understand that the suspicion of use of alcohol and/or illegal drugs during faire hours will not be tolerated and will refrain from using either on the CTRF site at any time. Use of illegal drugs after hours will not be tolerated.

**FINE:** I, the merchant, understand I will be expelled immediately from the site without refund should I break the alcohol & drug rule(s) above.

## RULES COMPLIANCE

Failure to comply with any rules stated in this merchant contract, application or welcome packet may result in immediate removal from the faire without refund of your merchant fees.

## WARES & PHOTOS

**WARES:** I, the Merchant, agree to provide a photo of each of the wares I intend to sell at the CTRF. I agree not to sell or display any merchandise that has not been approved for sale in writing by the CTRF Merchant Coordinator. I also understand that submitting a photo does not insure I will be able to sell that item at the CTRF and that the CTRF reserves the right to limit or exclude any of my wares (even if previously approved) at any time, for any reason.

**FINE:** I agree to pay CTRF \$100 (and remove the item from my sales area immediately) for each item I am not authorized to sell.

**SALES AREA:** I, the Merchant, agree to provide a photo of my sales area and business sign, any employees and myself in appropriate costuming. I understand that photos are non returnable and that I must resubmit photos even if I have submitted them in previous years for clarity in this contract. I also understand that if I do not include a photo of my sales area and costume for approval I may be refused to set up at the CTRF if my sales area and/or costuming are not suitable for the ambience of the festival. I will receive no refund of my registration. I understand all photos are due with the submission of this application.

## OTHER

**REGISTRATION:** I, the Merchant, understand that I must pay the full registration amount in order to be considered registered for the CTRF. I understand that

my registration fee is nonrefundable unless I am refused space or refused in a category of wares I wish to sell.

**PEACE TIES:** I, the Merchant agree to peace-bind any weapons I am authorized to sell upon sale. I will not sell weapons that I cannot peace-bind. If I am unsure what peace-binding is or how to acceptably peace-bind a particular ware I will contact the Merchant Coordinator for an explanation before selling it.

**FINE:** I understand that the sale of such weapons without a peace-binding is forbidden and agree to pay a \$25 fine for each weapon I sell that is found to be unsecured. This will be decided by the Merchant Coordinator.

**HOLD HARMLESS:** I, the Merchant, agree to hold Harmless; the Connecticut Renaissance Faire and Mythical Journeys LLC, or any staff or person involved with the Connecticut Renaissance Faire; held in the year my contract is valid for, for any and all damages to persons and properties resulting from acts of God, loss, theft, vandalism, injury or medical emergency. Further: the above mentioned persons, groups or organizations, shall be held harmless from any cause of action, claim or petition, filed in any court or administrative tribunal, arising out of said event, including all costs, attorneys' fees, judgments or awards.

**INTERPRETATIONS:** I, the Merchant, understand that Faire management reserves the right to make the final interpretation on these rules.

**CANCELLATION:** I, the Merchant, agree that should I discontinue my participation in the festival at any time during my contracted period, I forfeit any monies paid to CTRF for merchant rental fees, camping fees, electric fees etc. As well as being responsible for any fines that may be applicable.

**DEPOSIT:** I, the Merchant, agree to provide CTRF with a \$50 deposit in the form of a check at the time of setup. I understand that if I want the check returned at the end of the faire I must provide a self-addressed stamped envelope with the check. If I do not provide this envelope my check will be destroyed at the end of the faire run unless my sales area is found to be unclean in which case I will forfeit my \$50 deposit to the faire for cleanup expenses.

With my signature I, the Merchant, agree to adhere to all the rules of the above contract. I understand that failure to do so may result in the removal of my business from the CTRF immediately and without refund.

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SIGNATURE

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PRINT NAME

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DATE

### CTRF - MERCHANT SALEABLE WARES FORM

Please select two items you sell that you consider to be your main booth theme. These will be considered your primary and secondary wares - items the success of your business hinges upon. Examples of this may be: fairy wings, import swords, chainmail armor, cloaks, gold jewelry, silver jewelry, period games, men's' clothing, women's' clothing, pottery, fairy horns, plate mail armor, period instruments, face painting, wind chimes, dream catchers, photos in costume, costume rentals, fantasy artwork, etc. The more unique each item is the more likely to be accepted. All wares beyond your primary and secondary are considered noncritical and may be removed from your selection at any time at the discretion of the Merchant Coordinator. You may not sell items that are unapproved for sale. You will be notified of all unacceptable wares.

PHOTO #	COST	DESCRIPTION
		* PRIMARY
		* SECONDARY

Mail to: Brian Harvard • 12 Ellis Road • Southbridge, MA 01550



# KING ARTHUR'S FALL HARVEST FAIRE

## 2012 MERCHANT INFORMATION FORM

REGISTERED BUSINESS NAME		EMAIL
FAIRE BUSINESS NAME (IF DIFFERENT THAN REGISTERED NAME)		
BUSINESS OWNER'S NAME		
ADDRESS		
CITY	STATE	ZIP
DAY PHONE	CELL PHONE	
<p><b>BOOTH SHAPE:</b> Draw your booth shape in this square showing L x W measurements as well as your frontage side. Tent minimum is 10x10. <b>Please identify the frontage you require.</b></p>		<p><b>SERVICE REQUESTS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ELECTRICITY for my booth for run of faire - \$50</li> <li><input type="checkbox"/> ELECTRICITY for Food Merchants for run of Faire billed based on usage.</li> <li><input type="checkbox"/> RUNNING WATER for my booth for run of faire - \$0</li> </ul> <p><b>BOOTH INFORMATION</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> I offer a _____ % discount to participants with a valid CTRF ID.</li> <li><input type="checkbox"/> I require an area away from stages to demonstrate my product(s).</li> <li><input type="checkbox"/> I am interested in demonstrating my craft and need CTRF approval.</li> <li><input type="checkbox"/> My booth is a ___X___ foot Tent x (sq ft fee) = \$_____</li> <li><input type="checkbox"/> My booth is a Cart or Peddler Booth \$_____</li> </ul> <p><b>DISCOUNTS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Wooden Structure* ..... -\$0.50 SF</li> </ul> <p><b>FAIRE USE ONLY</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Postmarked by _____</li> <li><input type="checkbox"/> Check # _____</li> <li><input type="checkbox"/> Paid in Full</li> </ul>

