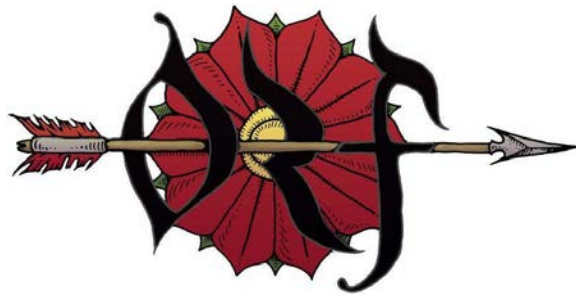


2018 MERCHANT APPLICATION

- HUZZAH!** Thank you for considering participation in the 2018 Orlando Renaissance Festival!
- FAIR DATES & TIMES:** Friday, Saturday and Sunday, December 7, 8, and 9, 2018 (10am to 6:00pm) Bill
- FAIR LOCATION:** Frederick Park, (3401 Hiawasse Road, Orlando, Florida 32835.)
- # OF BOOTH SPOTS:** 55
- APPLICATION DEADLINE:** Applications must be postmarked by August 1, 2018. Incomplete application packages will not be accepted. A \$25.00 discount is available if submitted before June 1, 2018.
- MERCHANT FEE:** Booth fees range from \$150.00 - \$350.00, Please see application attached.
- ACCEPTANCE:** Merchants will be notified of their status and as soon as their applications have been juried and approved, booth fees will then be deposited - acceptance is a commitment to show. Elaborate Tents and Merchandise have an upper-hand in the Jury Process. We are looking for **all handcrafted work by the artisan** but, **with pre-approval**, will allow 20% of your product inclusion to be non-handcrafted, if necessary. Preference will be given to all works and products that are original, handcrafted pieces. Vending space is limited & is based on a **FIRST-COME FIRST-SERVE BASIS**. We will be closing categories, so it's better to send your application in as soon as possible rather than wait. Applications will not be considered "received" if booth pictures and product pictures are not included.
- REQUIREMENTS:** Participants must follow the festival's guidelines by wearing renaissance attire, decorate their booth in renaissance theme, and be prepared to interact with patrons in that appropriate thematic manner. All crafts and wares should be consistent with the renaissance theme. Booths must be open, decorated appropriately, and occupied by personnel dressed in renaissance attire at all times during fair operating hours.
- MERCHANDISE SALES:** Acceptance of fees does not guarantee the right to sell all merchandise listed on the application. You will be contacted in regards to the items you are juried in for and approved to sell prior to acceptance. You cannot sell items not pre-approved.
- INSURANCE:** **Insurance certificates.** The certificate must name: The Orlando Renaissance Festival (located at: 3401 Hiawasse Road, Orlando, Florida 32835) as additionally insured. ALL insurance policies need to be an "Occur" policy in comparison to a "Claims Made" policy. Please contact us with any questions.
- COMPLETE APPLICATION:** Completed application form, photos of your work to be juried (one of your booth set-up is required)
- CONTACT INFORMATION:** orfvendors@gmail.com, Bridgette Cook



Date Received: _____

Accepted: IYES INO

R. Form Sent: IYES INO

2018 MERCHANT APPLICATION

(Please read carefully, there are changes from last year)

Merchant Name: _____

Merchant Booth Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _(_____) _____ Alternative Phone: _(_____) _____

E-mail Address: _____

Please note: Completed application, and photos of both your merchandise and a photo of your booth set-up are required for consideration. **Elaborate Medieval/Renaissance Tents and Handmade Merchandise** have an upper-hand in the jury process and with regards to booth site placements.

Booth Site Request & Miscellaneous:

- I previously participated as a Merchant at this festival during years: _____
- I have participated in other medieval or renaissance festivals (please list below):

- I prefer to have the booth space I was assigned to last year (**please note that we do not guarantee fulfillment of locations requests**).
- I prefer not to have the booth space I was assigned to last year.
- Special booth site request:

Check Medium/Booth Type:

<input type="radio"/> Clay/ Glass	<input type="radio"/> Art/Graphics	<input type="radio"/> Musical	<input type="radio"/> Weapons
<input type="radio"/> Clothing	<input type="radio"/> Headwear	<input type="radio"/> Herbal/Floral	<input type="radio"/> Wood
<input type="radio"/> Food	<input type="radio"/> Jewelry	<input type="radio"/> Service	<input type="radio"/> Other...
<input type="radio"/> Rides	<input type="radio"/> Leather	<input type="radio"/> Toys	_____

EXHIBIT "A"

Please list and describe **ALL** items you wish to sell. Indicate which items are handmade and which items are buy/sell. We encourage a smaller categorized selection of handmade items in comparison to a large variety of unrelated mass produced items. **Please attach an additional paper if more space is needed.**

1. _____	5. _____
2. _____	6. _____
3. _____	7. _____
4. _____	8. _____

MERCHANT FEES

BOOTH SIZE	<u>5x5 Ft. Space</u>	<u>10x10 Space</u>	<u>15x15 Ft. Space</u>	<u>20x20 Ft. Space</u>	<u>30x30 Ft. Space</u>	
General Craft/Food Booth Fee	<input type="checkbox"/> \$100	<input type="checkbox"/> \$150	<input type="checkbox"/> \$200	<input type="checkbox"/> \$250	<input type="checkbox"/> \$350	-

Additional Services

110-V Electricity at \$30.00/ per outlet (Limited use for event days only) = _____

***Electricity is very limited and must be reserved on application– Please contact us for availability before applying.*

Sub Total: \$ _____

(-) If remitted at the end of the 2018 festival deduct \$25 OR if
remitted BEFORE June 1, 2018 deduct \$25 from Sub Total: \$ _____

(+) If remitted after the August 1, 2018 DEADLINE add a \$25 late fee: \$ _____

**Please be aware that if applying after the DEADLINE, acceptance and/or placement at the
faire site, as well as in the program is NOT GUARANTEED.**

BOOTH FEE: \$ _____

ACTUAL SIZE OF TENT

What is the actual size of your booth NOT including guy wires? x

What is the actual size of your booth including guy wires? x

What is the frontage size of your booth?

How many sides are open?

Completed Application Package Must Include:

- Completed application form;
- If applying after the deadline, upon acceptance you will not be eligible for the discounted Booth Fee. Applying after the deadline does not guarantee availability or acceptance. Please contact us prior to sending.
- REQUIRED:** Photos of your work to be juried, and a photo of your booth set-up are required for all Merchants.
- Insurance Certificates.** The Insurance Certificate must name the: The Orlando Renaissance Festival (located at: 3401 Hiwassee Road, Orlando, Florida 32835) as additionally insured within the description of operations field on the insurance certificate. Proof of insurance must be submitted **via email** to ORF by Merchant, once Merchant has been notified of their acceptance for the 2018 Season. Merchants who fail to provide proof of insurance (with ORF named as additionally insured) within the indicated time frame will not be allowed to vend and will forfeit all fees.

PLEASE REMIT PAYMENT VIA: **PayPal - AN EMAIL ADDRESS TO SUBMIT PAYMENT
WILL BE SUPPLIED UPON ACCEPTANCE.**

Completed Applications must be emailed to: orfvendors@gmail.com by JUNE 1, 2018

Fair Rules for Merchants

(Please read carefully, there are changes from last year)

ACCEPTANCE: Acceptance is a commitment to show. **THERE WILL BE NO REFUNDS FOR CANCELLATION. No rain/weather refunds.**

MERCHANDISE SALES: You will be contacted in regards to the items you are juried in for and approved to sell prior to acceptance. Wares that compliment your main product must be approved. The fair reserves the right to prohibit the display of any work it deems unacceptable. Merchandise will be juried prior to acceptance of application. To be accepted, products must be indicative of the medieval era in both medium and subject matter. Merchants may only display merchandise which were listed on their application and shown in the slides/photos, then approved via the acceptance letter. Items not listed cannot be sold.

BOOTH SPACES: If accepted, you will be assigned a space before the fair. **The fair will try its best to place you in the area you requested, however, we do not guarantee fulfillment of locations requests. We reserve the right to place your booth where we feel you are best suited.** Returning Merchants with **elaborate period tents** and medieval signage are offered position preference. **BOOTH ASSIGNMENT IS FIRST-COME FIRST-SERVE. PLACEMENT PRIORITY IS GIVEN TO THOSE WHO APPLY EARLY. We will not move booths after placement when checking in at fair.**

BOOTH SET-UP & TEARDOWN: You will have the use of your space from **Wednesday, Dec. 5th, 2018**, until **Monday, Dec. 10, 2018**. Booths must be open, decorated appropriately, & occupied by personal dressed in Renaissance Costume at all times during fair operating hours (10:00am~6:00pm, December 7, 8, and 9, 2018), Rain or Shine. Merchants must set up and be ready 30 minutes prior to opening on all festival days. Merchants are responsible for setting up their booths, including decorations, signs, & tables. Your booth must fit within the measurements you requested & paid for. Be prepared with lighting, as sunset is approx. 30 minutes prior to festival closing.

BOOTH SET-UP REQUIREMENTS:

- **ALL MERCHANTS must create a visual wall in the back of their booths to prevent our guests from seeing or accessing the back of your booths;** Tent side walls, tapestries, burlap, cloth, or other types of non-see through material is suited for this.
- **ALL MERCHANTS** must have a renaissance appearance. All modern metal **MUST** be masked or securely covered utilizing period materials such as burlap, tapestry or some other period fabric. Booths are requested to have visible period style signage. A painted or carved wood sign or a fabric banner is recommended. Aluminum tent poles, plastic coolers/cases and modern chairs of any type must be covered.

VEHICLES: Merchant parking passes are required to allow access to Bill Frederick Park. Vehicles are permitted on the Fairsite only after Fair personal opens the gates and allows access onto the park. Merchant understands no vehicles are allowed on the festival grounds between the hours of **9:15 a.m. and 6:30 p.m.** on Friday, Saturday and Sunday, December 7, 8, and 9, 2018. No vehicles will be allowed on grounds in the case of incremental weather. No exceptions.

RESTRICTIONS:

- In keeping with the theme of the fair, all booth personnel **MUST be in FULL appropriate attire** for the time period, no brief or revealing attire will be allowed. The fair is considered a family oriented festival. Participants should be prepared to interact with patrons in appropriate renaissance style, language and manner.
- During the fair, smoking is prohibited in public areas and in public view. Smoking is allowed in private areas away from the view of the public. Cell phone usage must be non-visible to the general public. Any type of modern jewelry, sun glasses, or other non-essential modern jewelry or accessories are not allowed to be worn.
- Merchants are discouraged from drinking, or becoming intoxicated. All drinking vessels are to be time period appropriate. Any Merchant found to be intoxicated will be in violation of this rule, and will be immediately dismissed and escorted off grounds until the close of the festival day, at which time they must remove their booth.
- **Merchants must be in renaissance costume at all times during show hours. No exceptions;** no non-period items may be for sale; aluminum tent poles and plastic coolers/cases must be covered, as well as all chairs and tables; only approved items listed on the application shall be for sale; and booths that have signage should be in period style.

CLEAN-UP FINES: Merchants are responsible for keeping their area clean during and after the show. Failure to properly clean site after vacating will result in a \$50.00 clean-up fee. Failure to pay could reflect on future participation in the festival. Please be considerate and keep things orderly. Also, keep all items of non-renaissance appearance hidden from the public view. Trash left at your site is grounds for a fine. You will be notified prior to the following season, in order to remit payment.

STATE TAX: Collection and remittance of Florida sales tax is the responsibility of each Merchant.

FOOD MERCHANT REQUIREMENTS: Food Merchants must adhere to health/hygiene requirements set by the State Department of Business and Professional Regulations. Food Merchants who do not meet health/hygiene and fire safety requirements will have to leave the fair. Food prices must be posted at all times. Food storage units and trailers will not be permitted on the festival grounds; they will be located in a separate area. A State Official will be inspecting food booths prior to the open of the festival. It is necessary that Merchants are dressed in medieval costume at all times and that booths and signs are medieval in theme and your area is kept clean.

ELECTRICITY: Very limited electricity is available at \$30 per outlet and is limited to use for event days ONLY. Electricity fees are charged and collected directly by the Orlando Renaissance Festival prior to the start of the festival. However, Merchants in need of electricity must be pre-approved by the Orlando Renaissance Festival for availability. Please contact us regarding your electricity needs prior to applying. You will not be able to get electricity the day of the fair unless pre-approved and payment has been made. No/Low noise generators are allowed with prior approval only.

ANIMALS: Animals (other than those pre-approved as part of entertainment acts/rides) will not be allowed on site during the fair. We have a strict no pet policy (this does not apply to Service Animals.)

WEAPONS POLICY: All sales of weapons must be packaged, or wrapped when given to our guests. Wearing of weapons is permitted but they must be peace tied. No weapon sales to minors. No fire arms of any type.

CAMPING: 2018 CAMPING – Pre-approved dry camping in booth is allowed at no additional cost. However, camping in booth **must be approved prior to the festival** – Please contact us a min. of 2 weeks prior to the festival for preapproval. Water and portable restrooms in the park are available for approved overnight dry campers who are camping in their booth.

Preapproved overnight dry camping in booth is permitted only **Thurs., Dec. 6, 2018** until **Sunday, Dec. 9, 2016**. **Other forms of camping, including RV and hook-ups are available for a fee through Bill Frederick Park. Please contact them directly for terms and reservations at: 407-246-4486.** Space is limited.

SECURITY & MISCELLANEOUS: The Orlando Renaissance Festival, is not responsible for belongings left overnight in booths. There will be security officers patrolling the Faire Site area on Friday, Saturday, and Sunday nights. **All Merchants must supply a 5lb. charged and date tagged commercial use ABC fire extinguisher.**

FAILURE TO COMPLY: Failure to comply with rules will make Merchants ineligible for admission to future shows. Failure to comply with rules may result in a Merchant being asked to leave immediately. The fair reserves the right to make final interpretation of rules.

PLEASE SIGN BELOW TO ACKNOWLEDGE YOUR RECEIPT AND AGREEMENT OF THE RULES SET OUT HEREIN, WHICH YOU ARE REQUIRED TO ADHERE TO DURING YOUR PARTICIPATION IN THE 2018 ORLANDO RENAISSANCE FESTIVAL.

Printed Name

Signature

Date: _____