The Virginia Renaissance Faire

Out of the Woodwork Productions Inc.
2023 Vendor Application

Complete the form and return with applicable fees to:
Virginia Renaissance Faire Vendor Coordinator
PO Box 2966
Baltimore, MD 21229
varf.vendor.coordinator@gmail.com

(Office use only)

Please be sure all information is complete, accurate & legible.

You may apply for one weekend, multiple weekends or the entire run of five weekends. You are required to participate the entire weekend. Preferential placement is given first to vendors who participate in the full run, second to vendors who participate in consecutive weekends.

If accepted, this application is also your contract. Filling out an application does not mean that you are accepted. We will get back to you as soon as possible, but in some popular categories, we may need to weigh several applications before deciding which vendor may take the spot for this season.

Electricity – Food Vendors are the only vendors allowed to use electricity unless receiving a waiver from Faire Management.

If you have any questions about your application, please contact: Angela Westfall at 410-855-2090 *(text messages only)* or varf.vendor.coordinator@gmail.com

If you have other faire problems or concerns, contact the General Manager at 301-367-2958 or Meredith.eriksen@gmail.com

Please note, we use the main faire phone number for patrons.

Mark the box for each of the 2023 weekends for which you're applying:

May 13-14	May 20-21	May 27-28	June 3-4	June 10-11

Application Deadline: May 7, 2023

Returning VARF vendor?	Circle One: **YES** **NO** *If yes, list the most recent three years in which you have vended:*	
Business name		**Booth Name:**
Contact person		
Website		
Email address		
Brief product description for the VARF website *(This is what will appear on the VARF website)*		
Mailing address		
Phone *(Main contact number you will be using while on site)*		
VA Sales Tax ID:	Each vendor is responsible for any and all of their tax obligations: Federal; State; City; Local or Municipal. OOTW and the Virginia Renaissance Faire waives any responsibility thereof.	
Insurance Policy #:	**Vendors shall maintain, at their sole expense, fire, liability and property damage insurance**. Food vendor, ride concession, weapons vendor, games vendor, or any other business posing potential customer contact or risk (such as livestock) shall provide proof of $1,000,000 comprehensive general liability insurance naming Out of the Woodwork Productions, Inc., as an additional insured. (Crafts and merchandise vendors do not have to provide a COI.) All insurance must be from companies licensed to do business in the Commonwealth of Virginia. Note: check with your homeowner's policy provider if you do not have specific business coverage.	
Insurance Carrier:		

Products and Merchandise:
Out of the Woodworks Productions retains the exclusive right to sell the following items, which may not be displayed or sold by Virginia Renaissance Faire vendors: alcohol, live roses, pickles, and any item bearing the Virginia Renaissance Faire or Out of the Woodwork Productions name(s), logo(s), stage, location or character names. OOTW may, from time to time, grant certain vendors exceptions to this rule by special arrangement. No vendor shall use the Virginia Renaissance Faire logo or name on their merchandise without written permission.

Mark with an "X", your primary product category:

- ☐ **Food**
- ☐ **Crafts** *(Handcrafted products created by the applicant, or a single artist, includes music)*
- ☐ **Games/Rides** *(Game vendors are required to offer prizes for winning patrons)*
- ☐ **Services** *(Face-painting, henna, tarot/palm reading, massage, hair braiding, etc.)*
- ☐ **Merchandise** *(Reselling mass-produced or wholesale goods or representing several artisans)*
- ☐ **Living History/Non-Profit** *(Primary goal is education with either donations or minor merchandise sold to help defray costs)*
- ☐ **Other** *(Please describe)* _____

Food, Games, Merchandise, Crafts and Service vendors, please describe your offerings or provide an attachment with your inventory. If returning vendor, please provide us with any information about changes to your previous inventory. Items not described are not considered approved and may not be displayed or sold. Additional items added to your inventory after application approval may or **may not be approved.** To ensure that you will be able to display your full inventory, please submit for approval in advance. Include photos, clear photocopies, or a link to a website where we may view your merchandise. Photos and other items submitted with this application will not be returned.

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Living History/Non-Profit organizations

Please describe your educational goal/mission:			
What will you be demonstrating? *(Example: weaving)*		**Will it be on-going throughout the day or periodic/scheduled?**	
Will you need space beyond the typical vendor space and any other special needs? *(Example: need a 5-foot section to be roped off for demonstrations.)*		**Will you be selling merchandise?** *If YES, you must fill out the "Craft & Merchandise vendor" section below.*	☐ **Yes** ☐ **No**
If you will be soliciting donations or selling merchandise, please explain what the funds will be used for. *(Donated to parent or benefitting organization, defray expenses, etc.)*			

Food Vendors:

Fill in your electrical requirements below. All cords must be a **MINIMUM** of 10 gauge. *(We normally provide 20 amps of 120 volt power per vendor.)* **Note**: There is **NO** 220 volt power available.

Device	**Watts**	**Voltage**	**Amps** *Amps = watts/voltage*
Ex: coffee maker	*600 watts*	*120 voltage*	*5 amps*

Craft and Merchandise Vendors:

1. We are managed by an educational foundation; the décor and merchandise in your booth should support our Renaissance-era theme. Merchandise should be either handmade or period-appropriate in style and content; items that could have been bought/sold in Elizabethan England and/or promote the general ambiance of the Faire.

2. While we allow a certain percentage of fantasy, fairy, and pirate-themed merchandise, as well as mass-produced product, it is limited and will become even more limited over time. Steampunk is not considered within our theme, while we won't ban items with that theme, make sure it's minor and not out front or featured.

3. Please respect our focus on family-friendly. Allowable "Adult" items will be limited and should be displayed discreetly and above the eye level of children.

**** When in doubt, check with the vendor coordinator. ****

Are all products handmade? ☐ **Yes** ☐ **No**	What percentage of products in your booth will NOT be handmade?

Tell us what categories the merchandise in your booth will fall into (*fill in blanks with description if not listed*):

Category	% Total		Category	% Total
Basketry			Metal accessories/art	
Ceramics/pottery			Weapons	
Clothing, adult			Photography	
Clothing, child			Prints, Drawings	
Fiber, wearable art			Glass, non-jewelry	
Jewelry			Wood accessories/art	
Leather accessories/art				

Craft Demonstration:

Special consideration is given to vendors who can demonstrate their craft. If you fall into this category, tell us what you will be doing.

The below considerations will determine where you are placed on the site and if we don't know in advance, we may not be able to accommodate you.

What craft will you demonstrate?
Will you need special services – extra space, electricity, or water? ☐ **Yes** ☐ **No** If yes, please specify:
Will you be using materials or doing activities that require special safety considerations – fire, gas, safety perimeters? ☐ **Yes** ☐ **No** If yes, please specify:
Will patrons participate or watch? ☐ **Participate** ☐ **Watch**
Will your demonstration be: ☐ Ongoing activity – you will be working on your craft inside the booth as time and business allows throughout the day. ☐ Regularly-scheduled demonstrations that can be promoted on the schedule?

Placement Requests and Special Needs:

We do our best to accommodate special needs, but please realize that the site is unpaved, has uneven ground, sun, rain, wind, dust, and wildlife. The more notice we have, the more likely we are to be able to accommodate you. Special needs include disabilities, special needs of vendors, as well as their merchandise. If your merchandise melts in the sun, or you need to be near an access point, or first aid, or need other special considerations, please tell us below as well as your placement request. Example: *I would like to be placed next to a certain vendor, or I have a disability that makes it difficult for me to be too far from a privy.*

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Booth Information:

Be sure to list both the size of your tent AND total space needed (including guy lines); fees are calculated based on total space needed. Tents must be flame retardant or treated with flame retardant materials.

Period Pavilion (Panther, Underhill, Mediaeval Miscellanea, etc.) and **Color** **Example:** *Panther – White canvas with blue stripes*		**Tent size** (10x10, 10x20, 20x20) and **Space needed** (including guy lines, stakes, supports, awnings, etc.) **Example:** *10' x 10' tent with 2 feet needed on 3 sides for guy lines. (12' x 12' total space)*	
Canvas Fly, Plastic Sunshade, or **Easy-Up** and **Color** **Example:** *EZ-Up with white top. Will cover the metal legs with imitation ivy.*		**Tent size** (10x10, 10x20, 20x20) and **Space needed** (including guy lines, stakes, supports, awnings, etc.) **Example:** *10' x 10' tent with 2 feet needed on 3 sides for guy lines. (12' x 12' total space)*	
Framed Structure *(assembled on site)* and **Color** **Example:** *Wood building – no paint so it will be brown.*		**Space Needed**	
Cart or **Strolling** and **Description** **Example:** *Small Vardo-style cart that is blue in color.*		**Size of cart and description of any decoration, etc.** **Example** *Will you need a static 10' x 10' spot to use as a home base?*	
Other *(please describe)* and **Color**		**Space Needed**	

- All plastic must be covered with fabric, as well as metal legs.
- Only fabric may be used as sides, during show hours.
- Please note that our site can be windy; we recommend using longer-than-usual stakes, and/or heavily weighted anchors.
- We strongly suggest that you lower the tent to the ground during the week if you are working more than one weekend.
- We guarantee frontage selling space only. If you can or would like to sell from more than one side, please tell us. *(Example: I will be selling from the front and right side.)* _____
- **Electricity is limited and generator powered. Preference for electricity is given to food vendors first and craft demonstrators next.** It is not available for credit card machines, fans, or lights, so please don't plan on using them. We make every attempt to keep power flowing, however for food vendors we recommend a back-up generator. We cannot be responsible for lost merchandise or sales due to power failures.

Vendor Fee Information:

- Your check, money order, or credit card information must accompany this form. Applications will not be considered unless accompanied by payment.
- YOUR APPLICATION WILL ALSO NOT BE ACCEPTED IF YOU DO NOT SIGN AND DATE THE STANDARDS AND CONDITIONS (LAST PAGE)
- If acceptance is denied, the original check or credit card information will be shredded to save on postage fees.
- Once your application has been accepted, there will be no refund.
- A $30 handling fee is imposed on returned checks.
- After May 7, 2023, applications will be assessed a late fee of $25. Applications received before that date, but without payment of fees, will be considered late and assessed the late fee.

New Vendors:

- If this is your **first time** vending at Virginia Faire, you must also submit a $100 security deposit in the form of a separate check or credit card payment.
- The deposit is to ensure that your space is maintained, free from litter, and that you conform to our rules of conduct.
- The security deposit will be shredded within 30 days of the final show weekend or mailed back to you **if a stamped, self-addressed envelope is included.**
- Checks will not be cashed unless forfeited in accordance with the contract Standards and Conditions detailed herein.

Vending Fees:

Basic Vending Fees are based on a 12x12 space. If your space is larger than a 12x12, and you do not have an exception (existing platform or structure) your vending fees should be adjusted to the space you will be occupying. Check the total space you are applying for on Page 4 of this application in the Booth Information section that you filled out. **Spaces larger than 22x22 require the approval of the vendor coordinator**.

Food Vendors *(Includes electric and ten gallons of water per weekend. You are responsible for additional water needs.)*	• **12x12 vending space, or existing approved platform or vending vehicle** • Full Run (5 weekends): $150 plus 10% of gross receipts collected each weekend day. • Single or Partial Run: $35/weekend plus 10% of gross receipts collected each weekend day.
	• **12x22 vending space, or existing approved platform or vending vehicle** • Full Run (5 weekends): $160 plus 10% of gross receipts collected each weekend day. • Single or Partial Run: $40/weekend plus 10% of gross receipts collected each weekend day.
	• **22x22 vending space, or existing approved platform or vending vehicle** • Full Run (5 weekends): $170 plus 10% of gross receipts collected each weekend day. • Single or Partial Run: $45/weekend plus 10% of gross receipts collected each weekend day.
Games/Specialty Vendors	• **12x12 vending space, or existing approved platform or vending vehicle** • Full Run (5 weekends): $150 plus 10% of gross receipts collected each weekend day. • Single or Partial Run: $35/weekend plus 10% of gross receipts collected each weekend day.
	• **12x22 vending space, or existing approved platform or vending vehicle** • Full Run (5 weekends): $160 plus 10% of gross receipts collected each weekend day. • Single or Partial Run: $40/weekend plus 10% of gross receipts collected each weekend day.
	• **22x22 vending space, or existing approved platform or vending vehicle** • Full Run (5 weekends): $170 plus 10% of gross receipts collected each weekend day. • Single or Partial Run: $45/weekend plus 10% of gross receipts collected each weekend day.
Crafts/Merchandise Vendors	• **12x12 vending space, or existing approved platform or vending vehicle** • Returning Vendors: Full Run (5 weekends): $350 • New Vendors: Full Run (5 weekends): $400 • Single or Partial Run: $100/weekend
	• **12x22 vending space, or existing approved platform or vending vehicle** • Returning Vendors: Full Run (5 weekends): $370 • New Vendors: Full Run (5 weekends): $420 • Single or Partial Run: $120/weekend
	• **22x22 vending space, or existing approved platform or vending vehicle** • Returning Vendors: Full Run (5 weekends): $390 • New Vendors: Full Run (5 weekends): $440 • Single or Partial Run: $140/weekend
Living History/Non-Profits	• Please contact the vendor coordinator regarding applicable fees, if any.

Fees enclosed: $ _____

Make Checks out to: ***Out of the Woodwork Productions***

Credit Card Payment:

Name as shown on card			
Card number			
Expiration date		**CVV number** *(3 digits on back of card)*	
Zip code for the billing address		**Phone number for billing address**	
Booth name			

I agree to pay the above total amount according to card issuer agreement.

Signature: _____ Date: _____

Standards and Conditions:

The Vendor above, and each individual employee thereof, agrees to abide by these Standards and Conditions as published by Out of the Woodwork Productions, Inc, (OOTW), as published here and at later times in later documents, and acknowledges that a violation thereof may void any contract with OOTW. Any vendor who does not comply with these rules may be removed from the faire and barred from future participation. All decisions of OOTW, its General Manager, the Vendor Coordinator, and any agents acting on their behalf are final.

General

- **The Faire is held rain or shine and all vendors are expected to be open and operational**. The Faire reserves the right to close early if conditions are dangerous, with no refund of vendor fees or reimbursement of expenses.
- Out of the Woodwork and the Virginia Faire are not responsible for lost, stolen or damaged property.
- The Faire reserves the right to prohibit any product, print media, literature, flyer, sign, etc., that has not been pre-approved for exhibit, or which it feels is not in keeping with the best interest of the Faire.
- Vendors represent the Faire to the public and media. Always conduct yourself in an appropriate professional manner. Rudeness and foul language to patrons or other participants will not be tolerated. Please ask permission before touching patrons.
- **Vendors and booth workers may not consume alcohol during faire hours.**
- **Smoking is allowed in designated smoking areas only. There is no smoking in vendor booths and this includes Vaping.**
- *Pets are not allowed at the Virginia Renaissance Festival, except for service animals.*
    - However, we recognize that it can be difficult for vendors to arrange to keep pets at home. Please try to do so. The site can be very hot and there is no shady area to park a vehicle and leave pets inside. Tethering your pet in the parking/camping area is unacceptable.
    - You MUST have approval from the vendor coordinator in ADVANCE to bring a pet.
    - If your pet is in your booth, they must be IN the booth and caged or tethered throughout the faire day, not accessible to patrons and walked outside the faire grounds, taking the most direct path from your booth to the parking area. Service animals may need to be closer to you, however, do not allow patrons to pet or interact with your service animal.
    - If you have questions, please talk to us in advance.

Set-Up/Tear-Down:

- Specific check-in procedures will be emailed in late April, or as applications are received.
- Check-in is Fridays from 1 pm to 7 pm. Other times may be available by appointment **ONLY**. We do not have a staff resident on site all the time and will NOT be able to place you during the week. If you show up without an appointment, be prepared to camp in the parking lot until Friday.
- **On your final weekend, you should be in business until 5 pm.** You may break down beginning at 5:15. Breakdown must be completed Monday by noon, unless you have received prior approval from the Vendor Coordinator or Faire Management.
- Extreme weather conditions may make it necessary to close the site to vehicles. It is up to you to make accommodations to transport any necessary items to or from your space. We will do our best to help you with golf carts but please allow extra time and be patient.
- **All vehicles must be offsite by 9:30 am on show days**. We allow vehicles back on site no earlier than 5:30 pm and until the site is clear of patrons.
- Don't open gates or break fence lines. If you don't know where the pass-throughs are, please ask.
- You are responsible for the trash generated by your business. Trash is collected by the Faire if it is out by 5:15 pm. After 5:15 pm, you must take trash to the dumpster yourself. Cardboard boxes should be broken down flat.

Costuming:

- Vendors must be in theme-appropriate costume during open hours, provided at your own expense. Our era is Elizabethan. Merchants should dress as middle class or lower stations, such as peasant. Noble attire and special character costumes must be approved by the Vendor Coordinator in advance. All costumes or attire are subject to review and approval by The Faire. When in doubt, please ask questions or send pictures.

Booths:

- All vendors and merchants are expected to bring period style pavilions or booths or adapt to period style to display and are expected to assist The Faire in providing support for our period theme. Any questions about appropriateness should be raised BEFORE the event.
- Modern features must be masked and hidden. Non-period/metal tables/chairs/etc. must be covered, including legs, in such a manner that suggests they conform to the medieval/renaissance theme. *(A canvas drop cloth, painted, or dyed, is an effective way to hide any bright blue plastic tarps or EZ-Up.)*
- "Non-period" equipment on your person or in your booth (cell phones, pagers, credit card machines, coolers, etc.) must be out of sight of patrons. All pagers and phones must be silent: vibrate mode or turned off.
- Booths must supply their own currently-serviced 1½ lb ABC fire extinguisher or industrial equivalent. Booths must meet with meet county fire safety requirements and safety inspector's approval.
- All leads, ropes, and guy lines should be flagged with faire-appropriate colored cloth streamers for safety/visibility.
- TV's, radios, and amplified music should not be used during faire hours. The Faire reserves the right to lift the ban on amplified music if essential to a vendor or merchant's business.
- We do not have on-site security after faire hours and cannot be responsible for losses of merchandise or equipment left out or unattended.

Operations:

- Booth workers should carry their VARF-issued vendor identification card on them while on the VARF site.
- Vendors are required to be on site and in their booths 30 minutes prior to opening gate.
- Booths need to be completely set up, manned and operational all hours the Faire is open: 10 am until 5 pm.
- Any children under the age of 16 brought as part of a vendor booth should be accompanied by an adult when they are away from their booth.
- The Faire usually cannot supply change for registers/cashboxes.

Vehicle Parking and Camping:

- Onsite camping areas and parking for RVs/campers will be provided when possible. There are no electrical or water hook-ups at any of our sites.
- Merchants are allowed to camp in their booths, if aisles/roadways are kept clear at all times and excess materials – grills, tarps, extra tents, etc. – are broken down by 9 am.
- You may not have guests on-site after hours. Just you and your workers.

Daily Meeting/Attendance information:

- Vendors are welcome, but not required, to attend our daily cast meeting at 9 am at the Rose Stage. We also have a closing meeting at 5:30 pm in the tavern where we announce gate numbers for the day. If the weather is bad, we may do that at the front gate at the end of the day.
- We're happy to share our attendance numbers with you. Those numbers will be posted at the ticket booth at the front gate. We do not include cast, crew, entertainers, or vendors in those numbers, although we do include comps and children under five.

Weapons:

- Weapons sold must be peace tied with plastic zip-ties by the vendor **BEFORE** they are handed to the purchaser. Vendor should supply their own zip-ties. No weapons may be carried through the crowd unsecured!
- **Weapons will not be sold to minors**. All local, state and federal laws must be met.
- Non-period weapons will not be sold (i.e., pocket knives). You may sell bullwhips, but you may not demonstrate the whips by cracking them unless specifically asked by a patron to demonstrate it for them. Be aware that the whip cracking startles and causes anxiety to the livestock and animals on site.
- Firearms are not allowed on-site unless approved by and registered with the Faire Safety and Security Chief.

Food Vendors:

- Ice chests, plastic totes, and other modern conveniences must be out of patron view or covered.
- Vendors using open flame must receive prior approval by management.
- Food vendors are required to be on site, completely set up, and ready for Health Department inspection no later than 9 am on Saturday morning on opening day.
- Management reserves the right to limit the duplication of food items.
- Trailers and generators must receive prior approval by management.
- Vendors are responsible for keeping the area around their booth, and any nearby seating area, clean from trash
- Booths using hot grease must have a BC fire extinguisher inside – *an ABC extinguisher will not meet requirements.*

Recordings/Photographs:

- OOTW owns any and all rights, title, and interest in television, cable, and radio telecasts, video tapes, film, photographs, audio and video recording, illustrations, of the Vendor and the Vendor's booth while participating at the Virginia Renaissance Faire.
- The Vendor waives all right to compensation for the use of personal or product likeness with respect to the faire, in perpetuity.
- OOTW reserves the right to photograph Vendor Booths for internal use.

Liability:

- Participants must adhere to all rules of the faire and the grounds.
- ALL vendors are expected to provide their own insurance and be self-insured.
- Vendors shall indemnify, defend, and hold harmless, and waive all claims against The Virginia Renaissance Faire, Out of the Woodwork Productions, Inc., its officers, employees, agents, and members of the faire staff and Board of Directors from any and all loss, damage, or injury to you, your agents and any participant or property.
- The faire is not liable for any action of Vendors or their staff for any damage to or loss of any property belonging to Vendors or their staff before, during or after the event, either on or away from the site of the event.

I have read the Out of the Woodwork Vendors' Standards and Conditions and will abide by them. I understand that all rules and regulations are subject to change with or without prior notice and my employees/agents are responsible for compliance with all policies established by Out of The Woodwork Productions. I understand that I am subject to expulsion and/or fine if I do not comply.

Signature: _____ **Date: _____**