



The Virginia Renaissance Faire

Out of the Woodwork Productions Inc.

2024 Vendor Application

APPLICATION DEADLINE: March 31, 2024

- 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.
- This is a Renaissance Faire, not a craft show. If you are applying for this event, note that your tent and staff will need to reflect the time-period. See statement (2.) below for clarification.

Mark the box for each of the 2024 weekends for which you're applying:

May 11-12	<input type="checkbox"/>
May 18-19	<input type="checkbox"/>
May 25-26	<input type="checkbox"/>
June 1-2	<input type="checkbox"/>
June 8-9	<input type="checkbox"/>

Booth Name:

Booth Name:	
Website:	
Email Address:	
Phone:	
What Category will you be selling? (Food, Craft, Games/Rides, Services, Living History):	
Initial Here that you have read, and agree to, the 2024 Standards and Conditions: <ul style="list-style-type: none"> • Standards and Conditions are located on the VARF website with the Vendor Application. • This contract WILL NOT BE PROCESSED without your initials. 	

1. **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, 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.
2. We are managed by an educational foundation; **the décor and merchandise in your booth should support our Renaissance-era theme.**
 - a. Merchandise should be either handmade or period appropriate in style and content; items that could have been bought/sold in Elizabethan England or promote the general ambiance of the Faire.
 - b. While we will 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.
 - c. Steampunk is not considered within our theme, so while we won't ban items with that theme, make sure it's minor and not out front or featured.
3. Please also **respect our focus on family-fare and children.** Allowable "Adult" will be limited and should be displayed discreetly and above the eye level of children. When in doubt, check with the vendor coordinator.

Food, Games, Merchandise, Crafts and Service vendors, please describe your offering or provide an attachment with your inventory. If you are a 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.

Item(s) Description	

- Placement preference is given in this order: special needs; returning vendors; full-season vendors. However, we try to honor requests when we can. We do our best to accommodate special needs, but realize that our site is unpaved, rolling ground with hills, mud, 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 or 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 here as well as your placement request **(example: I have candles that will melt in the sun or I have a disability that makes it difficult for me to be too far away from a privy.)**

Placement Requests and Special Needs	

Vending Fee Information:

Your Vending Fees are based on the **items you are selling** and the **total space of your booth** (tent + guidelines).

Living History/Non-Profits - Please contact the vendor coordinator regarding applicable fees, if any.

1. **Your check, money order, or credit card information must accompany this form.** Applications will not be considered unless accompanied by payment. If acceptance is denied, the original check or credit card information will be shredded to save on postage fees.
2. Once your application has been accepted, there will be no refund.
3. A \$30.00 handling fee is imposed on returned checks.
4. **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.

<p>Food Vendors Only:</p> <p>Electrical Requirements:</p> <p>-We have NO 220 Volt power available.</p> <p>-All cords must be a MINIMUM of 10 Gauge.</p> <p>-We normally provide 20 Amps of 120 Volt power PER VENDOR.</p>	<p>You must list ALL the equipment you will be using: (Amps (watts/voltage) - Example: Coffee Maker 600 Watts 120 Voltage = 5 Amps)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Device</th> <th style="width: 17%;">Watts</th> <th style="width: 17%;">Voltage</th> <th style="width: 33%;">Amps</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Device	Watts	Voltage	Amps																				
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Check the box that relates to your category/space.

Food	<input type="checkbox"/> 12x12 vending space, existing approved platform, or vending vehicle: Full Run (5 weekends): \$150 plus 10% of gross receipts collected on Sundays. Single or Partial Run: \$35/weekend plus 10% of gross receipts collected each weekend day.	<input type="checkbox"/> 12x22 vending space, existing approved platform, or vending vehicle: Full Run (5 weekends): \$160 plus 10% of gross receipts collected on Sundays. Single or Partial Run: \$40/weekend plus 10% of gross receipts collected each weekend day.	<input type="checkbox"/> 22x22 vending space, existing approved platform, or vending vehicle: Full Run (5 weekends): \$170 plus 10% of gross receipts collected on Sundays. Single or Partial Run: \$45/weekend plus 10% of gross receipts collected each weekend day.	*Any space over 22x22 MUST BE pre-approved and may be subject to a larger vending fee.
Game	<input type="checkbox"/> 12x12 vending space, existing approved platform, or vending vehicle: Full Run (5 weekends): \$150 plus 10% of gross receipts collected on Sundays. Single or Partial Run: \$35/weekend plus 10% of gross receipts collected each weekend day.	<input type="checkbox"/> 12x22 vending space, existing approved platform, or vending vehicle: Full Run (5 weekends): \$160 plus 10% of gross receipts collected on Sundays. Single or Partial Run: \$40/weekend plus 10% of gross receipts collected each weekend day.	<input type="checkbox"/> 22x22 vending space, existing approved platform, or vending vehicle: Full Run (5 weekends): \$170 plus 10% of gross receipts collected on Sundays. Single or Partial Run: \$45/weekend plus 10% of gross receipts collected each weekend day.	*Any space over 22x22 MUST BE pre-approved and may be subject to a larger vending fee.
Service	<input type="checkbox"/> 12x12 vending space, existing approved platform, or vending vehicle: Full Run (5 weekends): \$150 plus 10% of gross receipts collected on Sundays. Single or Partial Run: \$35/weekend plus 10% of gross receipts collected each weekend day.	<input type="checkbox"/> 12x22 vending space, existing approved platform, or vending vehicle: Full Run (5 weekends): \$160 plus 10% of gross receipts collected on Sundays. Single or Partial Run: \$40/weekend plus 10% of gross receipts collected each weekend day.	<input type="checkbox"/> 22x22 vending space, existing approved platform, or vending vehicle: Full Run (5 weekends): \$170 plus 10% of gross receipts collected on Sundays. Single or Partial Run: \$45/weekend plus 10% of gross receipts collected each weekend day.	*Any space over 22x22 MUST BE pre-approved and may be subject to a larger vending fee.
Craft	<input type="checkbox"/> 12x12 vending space, existing approved platform, or vending vehicle: Returning Vendors: Full Run (5 weekends): \$350 New Vendors: Full Run (5 weekends): \$400 Single or Partial Run (For Returning and New Vendors): \$100/weekend	<input type="checkbox"/> 12x22 vending space, existing approved platform, or vending vehicle: Returning Vendors: Full Run (5 weekends): \$370 New Vendors: Full Run (5 weekends): \$420 Single or Partial Run (For Returning and New Vendors): \$120/weekend	<input type="checkbox"/> 22x12 vending space, existing approved platform, or vending vehicle: Returning Vendors: Full Run (5 weekends): \$390 New Vendors: Full Run (5 weekends): \$440 Single or Partial Run (For Returning and New Vendors): \$140/weekend	*Any space over 22x22 MUST BE pre-approved and may be subject to a larger vending fee.

Fees Enclosed:

Vending Fee Amount Enclosed: \$ _____

Credit Card Payment:

Name as shown on Card	
Card Number	
Exp. 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: _____

If you are mailing in your contract:

Your check would be made out to: **Out of the Woodwork Productions**

Send the completed contract and the check to:

Mail: Virginia Renaissance Faire Vendor Coordinator
130 W. Broad Street
Yoe, PA 17313

Insurance:

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 Policy Number & Carrier: _____

If you have any questions about your application, please contact: Angela Westfall at **(text message only)** 410-855-2090 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; we use the main faire phone number for patrons.

Standards and Conditions:

The Vendor, 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:

- 1.** The Faire is held rain or shine and all vendors are expected to be open and operational.
 - a. The Faire reserves the right to close early if conditions are dangerous, with no refund of vendor fees or reimbursement of expenses.
- 2.** Out of the Woodwork and the Virginia Faire are not responsible for lost, stolen or damaged property.
- 3.** 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.
- 4.** Vendors represent the Faire to the public and media.
 - a. Always conduct yourself in an appropriate professional manner.
 - b. Rudeness and foul language to patrons or other participants will not be tolerated.
 - c. Please ask permission before touching patrons.
- 5.** Alcohol:
 - a. Vendors and booth workers may not consume alcohol during faire hours.
- 6.** Smoking:
 - a. Smoking is allowed in designated smoking areas only.
 - b. There is no smoking in vendor booths and this includes Vaping.
- 7.** Pets:
 - a. You MUST have approval from your vendor coordinator, in ADVANCE, to bring your pet as pets are generally not allowed at the Virginia Renaissance Festival, except for service animals. We recognize that it can be difficult for vendors to arrange to keep pets at home but please try to do so.
 - i. The site can be very hot and there is no shady area to park a vehicle and leave pets inside.
 - ii. Tethering your pet in the parking/camping area is unacceptable.
 - b. 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.
 - c. YOU will pick up after your pet/service animal.
 - d. YOU will not allow your pet/service animal to urinate on/in a vendor's booth or vending area.
 - e. Service animals may need to be closer to you, however, do not allow patrons to pet or interact with your service animal.

- f. If you have questions, please talk to us in advance.
- 8.** Set-Up/Tear-Down:
- a. Specific check-in procedures will be emailed in late April, or as applications are received.
 - b. Check-in is Fridays from 1:00 pm to 7:00pm. **Other times are available by appointment ONLY.**
 - i. We do not have a staff resident on site all the time and will NOT be able to place you during the week.
 - ii. If you show up without an appointment, be prepared to camp in the parking lot until Friday.
 - c. On your final weekend, you should be in business until 5:00 PM. You may break down beginning at 5:15.
 - i. Breakdown must be completed Monday by noon, unless you have gotten approval from the Vendor Coordinator or Faire Management.
- 9.** Extreme weather conditions may make it necessary to close the site to vehicles.
- a. It is up to you to make accommodation to transport any necessary items to or from your space.
 - b. We will do our best to help you with golf carts but please allow extra time and be patient.
- 10.** All vehicles must be offsite by 9:30am on show days.
- a. We allow vehicles back on site no earlier than 5:30 pm and will wait until the site is clear of patrons.
- 11.** Do not open gates or break fence lines. If you do not know where the pass throughs are, please ask.
- 12.** Trash:
- a. You are responsible for the trash generated by your business.
 - b. The Faire collects trash if it is out by 5:15pm.
 - i. After 5:15, you must take trash to the dumpster yourself.
 - c. Cardboard boxes should be broken down flat.
- 13.** Costuming:
- a. 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.
 - b. All costumes or attire are subject to review and approval by The Faire. When in doubt, please ask questions or send pictures.
- 14.** Booths:
- a. 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.
 - b. 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 a cheap way to hide any bright blue plastic tarps or EZ-UP.)

- c. "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.
- d. Booths must supply their own currently serviced 1-1/2 lb. ABC fire extinguisher or industrial equivalent. Booths must meet with meet county fire safety requirements and safety inspector's approval.
- e. All leads, ropes, and guy lines should be flagged with faire appropriate colored cloth streamers for safety visibility.
- f. 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.
- g. We do not have on-site security after faire hours and cannot be responsible for losses of merchandise or equipment left out or unattended.

15. Operations:

- a. Booth workers should carry proper faire identification on them while on the Faire site.
- b. The Faire usually cannot supply change for registers/cashboxes.
- c. Vendors are required to be on site and in their booths 30 minutes prior to opening gate.
- d. Booths need to be completely set up, manned and operational all hours the Faire is open: 10:00 am until 5:00pm.
- e. 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.

16. Vehicle Parking and Camping:

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

17. Daily Meeting/Attendance information:

- a. Vendors are welcome, but not required to attend our daily cast meeting at 9am at the Rose Stage.
- b. We also have a closing meeting at 5:30 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.
- c. 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.

18. Weapons:

- a. Weapons sold must be peace tied with plastic zip-ties by the vendor BEFORE they are handed over to the purchaser.
- b. Vendor should supply their own zip-ties. No weapons may be carried through the crowd unsecured!
- c. Weapons will not be sold to minors. All local, state and federal laws must be met.
- d. 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.

- e. Firearms are not allowed on-site unless approved by and registered with the Faire Safety and Security Chief.

19. Food Vendors:

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

20. Recordings/Photographs:

- a. 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.
- b. The Vendor waives all right to compensation for the use of personal or product likeness with respect to the faire, in perpetuity.
- c. Virginia Faire reserves the right to photograph Vendor Booths for internal use.

21. Liability:

- a. Participants must adhere to all rules of the faire and the grounds.
- b. ALL vendors are expected to provide their own insurance and be self-insured.
- c. 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.
- d. 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.

*****Your initials on the Vendor Contract will relay that you 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.