



# The Virginia Renaissance Faire

## Out of the Woodwork Productions Inc. Vendor Application

Complete the form and return with applicable fees to:  
**Virginia Renaissance Faire Vendor Coordinator**  
**4919 Old Swimming Pool Road**  
**Frederick, MD 21703**  
[varf.vendor.coordinator@gmail.com](mailto:varf.vendor.coordinator@gmail.com)

- Please be sure all information is complete, accurate & legible.
- You may apply for one weekend or all 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.**
- Filing 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:

- Varf Vendor Coordinator assistant at 443-764-7305 or [varf.vendor.coordinator@gmail.com](mailto:varf.vendor.coordinator@gmail.com) .
- Problems or concerns, contact the General Manager at 301-367-2958 or [Meredith.eriksen@gmail.com](mailto:Meredith.eriksen@gmail.com); we use the main faire phone number for patrons.

**Mark the box with an "X" for each of the 2017 weekends for which you're applying:**

May 12-13	May 20-21	May 27-28	June 3-4	June 10-11

### Application Deadline: April 24th.

Have you been a vendor with VARF before? If YES, list which years you vended.																																					
Business Name (what's on your checks)																																					
Booth Name (what you'll vend under)																																					
Email Address and Website																																					
Description of product for the VARF website.																																					
Mailing Address																																					
Phone: (list main contact number)																																					
Food Vendors – Fill in the table of your electrical requirements. <b>Note:</b> We have <b>NO</b> 220 Volt power available for fryers or griddles. <b>All cords must be a MINIMUM of 10 Gauge.</b> We normally provide 20 Amps of 120 Volt power per vendor.	<p>(Amps (watts/Voltage) – Example Coffee Maker 600 Watts 120 Voltage = 5 Amps)</p> <table border="1"> <thead> <tr> <th>Device</th> <th>Watts</th> <th>Voltage</th> <th>Amps (use the ex. Above)</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> <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 (use the ex. Above)																																
Device	Watts	Voltage	Amps (use the ex. Above)																																		
Do you have special needs?	Example: Need to be within 10 feet of privy due to medical condition.																																				
Space Needed - detailed info on page 4.																																					



**Living History/Non-Profit organizations, please describe your educational goal/mission:**

**If you are a non-profit, please attach documents certifying your status.** *What will you be demonstrating? Will it be on-going throughout the day or periodic/scheduled? Please tell us if you will need space beyond the typical vendor space and of any other special needs. 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.) If you will be selling merchandise, please fill out the "Craft and Merchandise vendor" section below, as applicable.*

<b>What will you be demonstrating?</b> (Example: dye making)	
<b>Will it be on-going throughout the day or periodic/scheduled?</b>	
<b>Will you need space beyond the typical vendor space and any other special needs.</b> (Example: need a 5 foot section to be roped off for demonstrations.)	
<b>If you will be soliciting donations or selling merchandise, please explain what the funds will be used for.</b> (donated to parent or benefitting organization, defray expenses, etc.)	
Will you be selling merchandise? If <b>YES</b> , you must fill out the "Craft and Merchandise vendor" section below.	

**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, or promote the general ambiance of the Faire.
2. 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.
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.
4. 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.

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

Are all products Handmade? (circle one)	YES <input type="radio"/> NO <input checked="" type="radio"/>
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	% of Total	Category	% of Total
Basketry		Metal Accessories/art	
Ceramics, Pottery		Weapons	
Clothing, Adult		Photography	
Clothing, Child		Prints, Drawings	
Fiber, Wearable Art		Loose Leaf Tea	
Jewelry			
Leather Accessories/art			
Glass, non-jewelry			
Wood Accessories/art			

**Describe merchandise or crafts (attach additional pages if necessary)**

*Items not described are not considered approved and may not be displayed or sold. Additional items added to your inventory after application approval may be approved on-site. Or **not**. To ensure that you will be able to display your full inventory, please submit for approval in advance.*

Loose leaf tea, tea pots, infusers, tea cups, tea warmers, other tea paraphernalia

**Please include photos, clear photocopies or a link to a website or online photos where we may view your merchandise. Photos and other items submitted with this application cannot be returned.**

### 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 will you demonstrate?	
Will you need special services – extra space, electricity, or water?	
Will you be using materials or doing activities that require special safety considerations – fire, gas, safety perimeters?	
Will patrons participate or watch?	
Will it be an ongoing activity – you will be working on your craft inside the booth as time and business allows?	
<or> Will you have regularly scheduled demonstrations that can be promoted on the schedule?	

### Booth Information:

Tents must be flame retardant or treated with flame retardant materials.

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

- All plastic must be covered with fabric, as well as metal legs.
- Only fabric may be used as sides, during show hours.
- Please note our site can be windy; we recommend longer than usual stakes, 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.**

**Placement Requests and Special Needs:** 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 (I would like to be placed at the top of the hill next to .... Or I have a disability that makes it difficult for me to be too far away from a privy. )**

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**Vendor Fees:**

- **Your check, money order, or credit card information must accompany this form.** Applications will not be considered unless accompanied by payment.
- Cashing of registration fees does not guarantee acceptance into the faire.
- If acceptance is denied, the original check or a refund check along with a rejection letter will be mailed to the applicant.
- Once your application has been accepted, there will be no refund.
- A \$30.00 handling fee is imposed on returned checks.

**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 request.** 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 returned to you within 30 days of the **show if you include a stamped, self-addressed envelope, or shredded if you did not.** Checks will not be cashed unless forfeited in accordance with the contract Standards and Conditions detailed herein.

**Vending Fees:**

**Food Vendors**

\_\_\_\_\_ Please initial that you have read and understood that on top of your vending fee you also will be providing 10% of your gross receipts to the fair collected each weekend day.

- **Full season run (May 13-14, May 20-21, May 27-28, June 3-4, and June 10-11)**
  - \$100 plus 10% gross receipts collected each weekend day - **if paid in full BEFORE March 1<sup>st</sup>.**
  - \$150 plus 10% gross receipts collected each weekend day - **if paid in full BEFORE April 1st.**
- **For single weekends or anything less than the full run (example: working May 13-14, May 20-21, and May 27-28 weekends only)**
  - \$40/weekend plus 10% gross receipts collected each weekend day

**Games/Specialty**

\_\_\_\_\_ Games/Specialty Vendors please initial that you have read and understood that on top of your vending fee you also will be providing 10% of your gross receipts to the fair.

- **Full season run (May 13-14, May 20-21, May 27-28, June 3-4, and June 10-11)**
  - \$100 plus 10% gross receipts collected each weekend day - **if paid in full BEFORE March 1<sup>st</sup>.**
  - \$125 plus 10% gross receipts collected each weekend day - **if paid in full BEFORE April 1st.**
- **For single weekends or anything less than the full run (example: working May 13-14, May 20-21, and May 27-28 weekends only)**
  - \$30/weekend plus 10% gross receipts collected each weekend day

**Crafts/Merchandise**

- **Full season run (May 13-14, May 20-21, May 27-28, June 3-4, and June 10-11)**
  - \$275.00 **if paid in full BEFORE March 1<sup>st</sup>.**
  - \$325.00 **if paid in full BEFORE April 24<sup>th</sup>.**
- **For single weekends or anything less than the full run (example: May 13-14, May 20-21, and May 27-28 weekends only)**
  - \$80/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**

Vending Fee Amount Enclosed: \$ \_\_\_\_\_

New Vendors Only – Security Deposit Amount Enclosed: \$ \_\_\_\_\_

**Credit Card Payment (This must be filled in if you aren't enclosing a check)**

Type (Visa or Mastercard) Sorry we do accept AMEX cards)	
Card Number:	
Expiration Date	
Name as shown on Card:	
Telephone of Cardholder:	
Zip Code of Billing Address:	

I agree to pay the above total amount per card issuer agreement

Signature: \_\_\_\_\_

## 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.** 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. Please conduct yourself in an appropriate professional manner at all times. 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.**
- *Pets are not allowed at the Virginia Renaissance Festival, except for service animals. However, we recognize that it can be difficult for vendors to make arrangements 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 written approval from us in ADVANCE in order 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. 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. Times will be sent by the Vendor Coordinator. If you need to check in before Friday, you will need to secure an appointment. **We do not have staff resident on site all of 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.
- **At the end of the faire season (June 4<sup>th</sup>), You should be in business until 5:00 PM. You may break down beginning at 5:15.** Breakdown must be completed Monday by noon, unless you have gotten 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 accommodation 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 9:30am on show days. We allow vehicles back on site no earlier than 5:30 pm and will wait 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 5:15pm. After 5:15, 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 a cheap 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 1-1/2 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 proper faire identification on them while on the Faire site. The Vendor coordinator will have Vendor passes for vendors and their booth workers for 2016.
- The Faire usually cannot supply change for registers/cashboxes.
- **Vendors are required to be on site and in their booths 30 minutes (0930) prior to opening gate (1000)**
- Booths need to be completely set up, manned and operational all hours the Faire is open: 10:00 am until 5:00pm.
- **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.**

## Vehicle Parking and Camping

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

## Daily Meeting/Attendance information

- Vendors are welcome, but not required to attend our daily cast meeting at 9am at the Rose Stage. 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.
- 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 over 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.** Sorry, but it freaks out 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’s 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 9am 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 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.
- Virginia Faire 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: \_\_\_\_\_