



Silver Leaf Renaissance Faire, Inc.™ SLRF Productions Inc™

2008 Vendor Information Package

Weekends, July 5 - 27 & August 2 - 3, 2008

10am - 7pm

www.silverleafrenfaire.com

If you have any questions, please contact one of the SLRF Vendor Co-Directors:

Heather Dodds: 616.866.2084 • vendorgoddesses@silverleafrenfaire.com

Beckalyn Hansmann: 269.345.9579 • vendorgoddesses@silverleafrenfaire.com

Please note that the policies listed in this document are in addition to any and all policies presented in the welcome packet distributed to all accepted Vendors upon check-in. If you have any questions, please contact a Vendor Co-Director.

Some important items to highlight:

- EZ-UP tents will not be allowed.
- Modern "shade canopies" will be allowed **only** if they meet *all* Concealment Requirements (page 4).
- All booths must have at least one of the following ready for inspection:
 - Label or tag on the tent/pavilion which states that said tent is made from flame retardant material
 - Fire extinguisher with ABC designation (will put out just about any kind of fire)
- For new vendors, photographs of the booth/venue and merchandise must be included with your application.
- **Shipping:** Vendors may have product shipped to the grounds beginning Tuesday, July 1 (one day prior to the start of check-in). Please **do not** have anything shipped to the Vendor Directors' homes or the SLRF P.O. Box.
- Please be prepared for setting up and vending in an **outdoor** environment.

Food Vendor Applicants

- Food Vendors must submit a menu, photographs of the booth or venue, and sample photos of the garb any associates/agents will be wearing.
- Be prepared to show approval by the Health Department to sell foodstuffs.
- Food vendors will be required to sign a waiver releasing them from responsibility regarding patrons carrying open containers of alcoholic beverages. The enclosed waiver should be signed and dated, and included with your application.
- All Food Vendors operating with flame must have fire extinguishers of a nature sufficient to suppress whatever fire may occur. Any Food Vendor who experiences a fire must wait to be re-inspected and approved by the Health Department before re-opening for business.
- We will continue the **food book program** for the 2008 season. Silver Leaf workers & volunteers receive a food coupon book for each day worth \$6.00. Each coupon in the book is worth 25 cents to be used like cash at food booths. Food Vendors can subtract food coupon dollars off their end-of-day totals. All redeemed food coupons must be presented to the cashier at the end of the day.

Gaming Applicants

- Games and/or rides must provide adequate insurance coverage and documentation of licensing to operate in Michigan, if applicable.



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Application Guidelines

Registration Requirements:

The Silver Leaf Renaissance Faire (SLRF) jury must approve booths, merchandise, and vendor's costumes. Items will be considered for appropriateness to the Faire, uniqueness, and quality. Should booth, merchandise or costumes be found unsuitable, SLRF may reject the applicant outright or request changes. If an application is denied for any of the above reasons, any pre-paid fees will be refunded.

Application Deadline (all Vendors, including food and games): Postmarked by **May 15, 2008**

- For applications postmarked May 16 - 31, 2008, a \$50.00 late application fee will apply.
- For applications postmarked June 1 - 15, 2008, a \$100.000 late application fee will apply.
- To be considered for the Faire, applications/contracts must be postmarked by June 15, 2008. Absolutely no applications will be accepted after this date.

Submit the following:

- Completed Vendor application/contract.
- Certified check or money order (see Fee Schedule). *Checks returned for non-sufficient funds will result in a \$50.00 charge.*
- One business-size (#10) self-addressed, stamped envelope (SASE) with three (3) first-class postage stamps.
- Photos of booth, merchandise examples, vendor costumes and banner/flag. *Photos become the property of SLRF and will not be returned.*
- Menu (Food Vendors).

Returning Vendors:

If the letters "JA" appear after your business name on the mailing label for the information package, your booth has been pre-juried and approved. No photos of returning merchandise or booth need be included; however, **new items and new booths require new photographs for the jury.**

Approval Process:

- If your application is accepted, you will be informed via email, telephone, or US mail.
- Rejected applicants will be informed by one of the means above, and the application fee will be returned via US mail.
- Accepted Vendors will be added to the list of 2008 Vendors on the official SLRF website; therefore any applicable internet links should be provided to us on your application.

Passes

- Four (4) Vendor Assistant Passes will be provided in each welcome packet.
 - Standard-size booths (18' x 18') receive four passes. Larger booth space requirements - i.e. 20' x 20' and larger - will receive a larger number of season passes, depending upon final paid size of booth space
- These passes will be provided upon check-in; therefore it is essential that you provide an accurate count in order to insure that we have enough passes.
- Vendors and their agents are required to display their pass during Faire hours; it also permits entry off-hours through the gate.

Cancellation

- Accepted Vendors who cancel their contract with SLRF, Inc. *must* notify a Vendor Co-Director so their booth space can be reassigned. Any refund of fees paid must be requested in writing, and SLRF will retain a \$50 processing fee. **The deadline to request a refund is June 30, 2008.** After this time, any fees become forfeit and the sole property of SLRF, Inc.



Silver Leaf Renaissance Faire, Inc.TM SLRF Productions IncTM

2008 Vendor Terms

Liability

- All vendors are responsible for obtaining their own liability and property insurance and must be able to provide proof of same upon request.
- SLRF and/or its affiliates will not be held liable in the event of loss or damage before, during, and after Faire hours.
- Vendors are responsible for the actions of their agents and should therefore ensure that all are familiar with these terms.
- All booths must have at least one of the following ready for inspection:
 - Label or tag on the tent/pavilion which states that said tent is made from flame retardant material
 - Fire extinguisher with ABC designation (will put out just about any kind of fire)
- There are **no pets allowed** on the Faire grounds.

Publicity/Signage

- By submitting an application, you authorize SLRF Productions, Inc. – on behalf of yourself and your agents – to use, publish, distribute, and disseminate for commercial and promotional use, without additional compensation, the name, image, presentation, voice, or other likenesses of yourself and your agents.
- Every Vendor is required to have a banner or flag in order to participate in the daily Parade. This requirement is for your benefit: by proudly carrying your banner throughout the Faire grounds, you are showing patrons that you are present as a Vendor.
 - If you are unable to leave your booth in order to walk in the Parade, special pages and squires are available to perform this crucial task for you (often times for a very minimal token of gratitude). If such a service will be required, please make a note of it on your application and we will make every effort to arrange for a page to assist you.
- You **must** obtain permission to post signs anywhere on Faire grounds, and under no circumstances may signs be nailed or screwed onto the trees.

Check-in and Set up

- Check-in starts at **10 a.m. on Wednesday, July 2**. No one may set up prior to this time. Check-in hours will be limited to the following:
 - Wednesday 7/2 through Friday 7/4: 10 a.m. - 8 p.m.
 - Saturday 7/5: 7 a.m. - 8 a.m.
- Vendors who have special requirements, or who have requested electric or water hook-up, and been approved, must check in by **noon on Friday**.
- If you are contracted to begin after opening weekend, please contact one of the Vendor Co-Directors to schedule your arrival/set-up time.

Traffic/Parking

- **Vehicles are not allowed onsite between 8:45 a.m. and 7:30 p.m. on Faire days.** There are **no exceptions** to this rule. If you are going to be loading/unloading inventory on Faire days, you must abide by this time restraint and plan accordingly.
- SLRF staff may restrict vehicular traffic in specific areas to ensure the safety of the patrons. The service gate and roadway will not be opened until 7:30 p.m. at the earliest, and may remain closed if conditions are deemed unsafe.
 - SLRF management reserves the right to halt vehicular traffic at the end of each day to insure that all performances have finished and that all patrons have left the Faire grounds.
 - In the event of excessive rain and resulting standing water, SLRF management may restrict vehicular traffic to established roads only, so as to maintain the integrity of the grounds.
- Handicapped parking will be available to Vendors with medical restrictions. Please inform one of the Vendor Co-Directors of your needs.



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Booths

- Do not exceed allotted space. The location and size of your assigned space will correspond with what you listed on your application. SLRF will not tolerate Vendors extending beyond the contracted size.
- Under no circumstances will any movement of another Vendor's booth, equipment, etc. be permitted without the express permission of the Vendor or by the direct order of SLRF staff.
- Vendor tents/booths **must** appear period. Canvas pavilions with poles, ropes, and stakes are preferable, but more modern canopies may be used only if vinyl tarps and *all* hardware and metal are covered with cloth or garlands – both interior and exterior. If you have a modern canopy, put a ceiling in it. **Absolutely no plastic tent coverings can be visible to patrons.**
- E-Z UP tents will not be allowed.
- Modern “shade canopies” will be allowed **only** if they meet *all* Concealment Requirements.
 - Cloth, preferably canvas, must be used for to disguise modern pavilions. Contact the Vendor Co-Directors for suggestions.
 - Plastic tarps that come with some pavilions must be covered.
 - The interior hardware of the ceiling must be covered.
 - Legs of the tent must be covered.
- Be prepared for all weather conditions (wind, rain or shine). SLRF opens on time each day, regardless of weather.
- If you make changes to the landscape for water/rain control or other purposes you **must return the area to its original condition after tear down**. A \$100.00 fee will be assessed to those who do not comply.
- We have a *very* limited electricity & water supply at the new location; therefore we may supply such amenities to our food vendors *only*. If you require electricity or water, please indicate this on your application.
 - **Special note for those Vendors who receive water hookup:** SLRF will not tolerate leaking water hoses and joins. Please plan to provide your own (food-quality) water hoses and “Y” splitters that do not leak.

Merchandise/Services

- Vendors may **only** display merchandise or offer services (like Tarot Reading) which were listed on their application and approved via the acceptance packet. Additional items may only be displayed – or services offered – with the express permission of the Vendor Co-Directors. Items or services not listed/approved will need to be removed. *Non-compliance will result in termination of contract with no refund of fees.*
- Please keep in mind the “period” nature of SLRF and restrict your wares to reflect it.

Staff

- Vendors are required to dress in period-appropriate garb.
- Footwear is required for all participants.
- Keep in mind that SLRF is a family-oriented Faire: we ask that brief and revealing outfits not be worn.
- No cigarette smoking within the view and presence of our patrons.
- Cell phone use within booths should be limited to necessary business matters (such as verifying credit cards); please, no “chatting” within sight of patrons.

Camping

- Vendors and their agents are permitted to camp within their allotted booth space Friday through Sunday only, provided permission is granted (contact one of the Vendor Co-Directors) and any required camping registration forms are duly submitted.
- If you require information about camping, please indicate this on your application. The necessary forms will be included in your acceptance packet. They must be filled out and returned by June 30, 2008.
- For all other camping information, please see the camping rules and regulations, which will be made available by the camping team.



Silver Leaf Renaissance Faire, Inc.™ SLRF Productions Inc™

Weapons:

- Only Vendors who **apply for and receive permission** are allowed to sell weapons. If you are approved, a permit will be issued to you by SLRF management and included in your welcome packet. *You must display this permit at all times.*
- Vendors found violating SLRF policies and/or MI state laws regarding the sale of weapons **will be shut down immediately** and will be required to leave the Faire grounds. SLRF, Inc. will retain all fees.
- **All weapons must be peace-tied at time of sale.** SLRF will provide the first 100 white "zip-ties" at the check-in booth (near the main entrance to the Faire proper) for those Vendors who will be selling weapons. If you are selling weapons you must use them. If you need more than 100, you are expected to provide them.
- It is *illegal* in Michigan for individuals under the age of 18 to carry weapons. This includes anyone associated with your booth.
- **Under no circumstances may weapons be sold to any individual less than 18 years of age.** By Michigan Law, you are responsible to enforce this policy. Here is the legal wording of the laws regarding a minor in possession of a weapon for the state of Michigan:

(B) A violation of section 84 or 110a(2) of the Michigan penal code, 1931 PA 328, MCL 750.84 and 750.110a, if the juvenile is armed with a dangerous weapon. As used in this paragraph, dangerous weapon means 1 or more of the following:

- (i) A loaded or unloaded firearm, whether operable or inoperable.
- (ii) A knife, stabbing instrument, brass knuckles, blackjack, club, or other object specifically designed or customarily carried or possessed for use as a weapon.
- (iii) An object that is likely to cause death or bodily injury when used as a weapon and that is used as a weapon or carried or possessed for use as a weapon.
- (iv) An object or device that is used or fashioned in a manner to lead a person to believe the object or device is an object or device described in subparagraphs (i) to (iii).



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2008 Fee Schedule

All vendors are responsible for payment of Michigan Sales Tax (6%).

Food & Gaming Vendors

- There is no application fee for food or gaming vendors; however **late** application fees will apply (see Application Guidelines).
- Food and Game vendors will be charged a separate commission to be paid to the Faire at the end of each day. Details will be communicated in your acceptance package, or you can contact one of the Vendor Co-Directors.

Craft Vendors

- No sales commission will be charged to craft vendors.
- It is essential that you complete the booth size section of the application/contract accurately: your booth size will be assigned accordingly. Ensure that you include ropes and supports in your calculation.

18' x 18' space including ropes and supports:

	<u>New Vendor</u>	<u>Returning Vendor</u>
One Weekend	\$150	\$150
Two Weekends	\$250	\$250
Three Weekends	\$350	\$275
Four Weekends	\$400	\$325
Five Weekends	\$400	\$325

Additional space is available for \$0.50 per square foot.

Fee Calculation Worksheet

Total booth size: width: ___' x depth: ___'

Base Fee (18 x 18) from list above: (Not applicable to Food/Gaming Vendors)		\$
Extra square footage* = _____	x \$0.50	\$
Additional Day Passes – Quantity: _____	X\$7.95	\$
Additional Season Passes – Quantity: _____	X\$35.00	\$
Late fee, if applicable**:		\$
Total Fee Submitted (It is recommended that you send a copy of this sheet with your payment)		\$

*How to calculate extra square footage (an example)

1. Subtract base size (18x18 = 324) from actual booth size (20 x 20 = 400)
 $20 \times 20 = 400$
 $18 \times 18 = 324$
 $400 - 324 = 76$ square feet
2. Enter 76 on the line provided, and multiply by \$0.50 = \$ 38.00

Base Fee (18 x 18) from list above:		\$400.00
Extra square footage* = <u>76</u>	x \$0.50	\$38.00
Additional Day Passes – Quantity: <u>0</u>	X\$7.95	\$ n/a
Additional Season Passes – Quantity: <u>2</u>	X\$35	\$70.00
Late fee, if applicable**:		\$n/a
Total Fee Submitted		\$508.00

**Late Fees

- For applications postmarked May 16-31, 2008 a \$50.00 late application fee will apply.
- For applications postmarked June 1-15, 2008 a \$100.000 late application fee will apply.



Silver Leaf Renaissance Faire, Inc.™ SLRF Productions Inc™

2008 Vendor Application and Contract – Page 1 of 2

This document is a contract between the Vendor and Silver Leaf Renaissance Faire Productions, Inc.™. Please ensure that you've read and agree to all terms before submitting. Both pages of the contract – with a signature on page two – must be submitted together.

Application Deadline: May 15, 2008

Please mail completed **Application/Contract, SASE, photos, menu** (Food Vendors only) and a **certified check or money order** (see fee schedule), payable to Silver Leaf Renaissance Faire to:

Silver Leaf Renaissance Faire

Attn: Beckalyn & Heather - Vendor Co-Directors • PO Box 2346 • Portage, MI 49081-2346

Print all fields clearly and legibly

Craft Vendor Services Vendor Food Vendor Games Vendor

Business Name: _____

Owner Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone 1: _____ Phone 2: _____

eMail Address: _____ MI Tax ID# or SSN: _____

Website URL: _____

Previous Vendor? Yes No

Size of Booth (including ropes and stakes): width: _____ x depth: _____ (see Fee Schedule page)

Booth Location Preference? _____

Weekends: All – or specify individual dates:

July 5 - 6 July 12 - 13 July 19 - 20 July 26 - 27 August 2 - 3

Merchandise/Service to be offered: _____

Weapons: Yes No

If yes, please describe what types of weapons: _____

Hazardous Materials on Site? (example: leather dyes, silver polishes, etc.): Yes No

If yes, please describe what types of materials: _____

Total number of Vendor & Vendor Assistant Passes Required: _____

Number of allotted passes dependant on size of booth. Most booths can request up to four passes.

Food Vendors Only: Electricity Water

Advertising: Would you be interested in advertising in the SLRF Program? Yes No

Information and pricing about our advertising is available upon request, and will be included in the Acceptance Packets.

Camping: Interested in camping in my booth on the weekends Interested in camping in SLRF campground

Continued on page 2



Silver Leaf Renaissance Faire, Inc.™

2008 Vendor Application and Contract – Page 2 of 2

This document is a contract between the Vendor and Silver Leaf Renaissance Faire Productions, Inc.™. Please ensure that you've read and agree to all terms before submitting. Both pages of the contract – with a signature on page two – must be submitted together.

Liability

- All vendors are responsible for providing ABC Class Fire Extinguishers and/or sewn-in labels detailing fireproofing.
- All vendors are responsible for obtaining their own liability and property insurance and must be able to provide proof of same upon request.
- SLRF Productions, Inc. and/or its affiliates will not be held liable in the event of loss or damage before, during, and after Faire hours.
- Merchants are responsible for the actions of their agents and should therefore ensure that all are familiar with these terms.

Publicity/Signage

- By submitting an application, you authorize – on behalf of yourself and your agents – SLRF Productions, Inc. to use, publish, distribute, and disseminate for commercial and promotional use, without additional compensation, the name, image, presentation, voice, or other likenesses of yourself and your agents.
- You **must** obtain permission to post signs anywhere on Faire grounds, and under no circumstances may signs be nailed or screwed onto the trees.

Traffic/Parking

- **Vehicles are not allowed onsite between 8:45 a.m. and 7:30 p.m. on Faire days.** There are **no exceptions** to this rule.

Booths

- Do not exceed allotted space. The location and size of your assigned space will correspond with what you listed on your application. SLRF Productions, Inc. will not tolerate Merchants extending beyond the contracted size.
- Under no circumstances will any movement of another Merchant's booth, equipment, etc. be permitted without the express permission of the Merchant or by the direct order of SLRF staff.
- Merchant tents/booths **must** appear period. Canvas pavilions with poles, ropes, and stakes are preferable, but more modern canopies may be used only if vinyl tarps and *all* hardware and metal are covered with cloth or garlands – both interior and exterior. If you have a modern canopy, put a ceiling in it. **Absolutely no plastic tent coverings can be visible to patrons.**
- EZ-Up tents will not be allowed.
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- Please keep in mind the "period" nature of SLRF Productions, Inc. and restrict your wares to reflect it.

Staff

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- Footwear is required for all participants.
- Keep in mind that SLRF is a family-oriented Faire: we ask that brief and revealing outfits not be worn.
- No cigarette smoking within the view and presence of our patrons.
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Weapons:

- Only Merchants who **apply for and receive permission** are allowed to sell weapons. If you are approved, a permit will be issued to you by management and included in your welcome packet. *You must display this permit at all times.*
- Merchants found violating these policies and/or MI state laws regarding the sale of weapons **will be shut down immediately** and will be required to leave the Faire grounds. SLRF Productions, Inc. will retain all fees.
- **All weapons must be peace-tied at time of sale.** SLRF Productions, Inc. will provide the first 100 white "zip-ties" at the check-in booth (near the main entrance to the Faire proper) for those Merchants who will be selling weapons. If you are selling weapons you must use them. If you need more than 100, you are expected to provide them.
- It is *illegal* in Michigan for individuals under the age of 18 to carry weapons. This includes anyone associated with your booth.
- **Under no circumstances may weapons be sold to any individual less than 18 years of age.**

By signing this contract, you agree to abide by the terms set by the SLRF Productions, Inc. Acceptance and participation in the Faire is not guaranteed. You will receive notification via email, phone, or US Postal Service mail. If you are not accepted, any fees paid will be returned to you via regular mail.

SIGNATURE: _____ DATE: _____