Silver Leaf Renaissance Faire Vendor Information Package

July 10-11, 17-17, 24-24, July 31-Aug 1, August 7-8
10 a.m. - 6 p.m.
www.silverleafrenfaire.org
If you have any questions, please contact one of the SLRF Vendor Co-Directors:
vendorgoddesses@silverleafrenfaire.org

Silver Leaf Renaissance Faire is now accepting vendor applications. Please read over the following information carefully, and complete the attached application fully. Applicant's signature on the Application/ Merchant Contract applies to all Merchant Agents working the booth. Booth spaces are a standard 18 x 18 feet. Additional footage is available, for a nominal fee of $.50 sq.ft. Cart spaces (8 x 8 feet) are also available for one-half the standard booth fee; for example, a NEW cart merchant's fee for two weekends would be $125. We do not permit Roving Merchants per se; such merchants would need to purchase a Cart space as a "home territory."

Fee Calculation:	**New Merchant**	**Returning Merchant**
	$140.00 - One weekend	One weekend - $135.00
	$250.00 - Two weekends	Two weekends - $225.00
	$300.00 - Three weekends	Three weekends - $255.00
	$350.00 - Four/Five weekends	Four/Five weekends - $300.00

("Returning Merchant" is defined as any merchant who has vended with Silver Leaf Renaissance Faire AT ANY TIME, regardless of date, location, or management.)

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 not be refunded.

Application Deadline Applications must be postmarked by **May 15, 2010**

- For applications postmarked by May 31, 2010, a $50.00 late application fee will apply.
- For applications postmarked June 1 - 15, 2010, a $100.00 late application fee will apply. Absolutely no applications will be accepted after this date.

Submit the following:

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

Returning Vendors:
No photos of returning merchandise or booth need be included; however, **new items and new booths require new photographs for the jury.**

Approval Process:

Approved vendors will be notified by phone, U. S. Mail or e-mail

Approved Vendors will be added to the list of 2010 Vendors on the official SLRF website; therefore any applicable internet links should be provided to us on your application.

Passes

Four (4) Vendor Passes will be provided for a standard size booth.

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 permits entry through the designated Service gate on Faire days; it also permits entry onto the site during off-hours. Vendors who are camping MUST show their ID in the campground.

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 May 15, 2010**. After this time, any fees become forfeit and the sole property of SLRF, Inc.

Partial-run Participation

We do permit merchants to vend any number of weekends. If you are not vending during a weekend, please plan to remove your tent UNLESS you have pre-approval from the Merchant Directors to leave it up with appropriate signage. We will NOT allow EZup-style pavilions to remain on-site if they are not open for business. Please plan accordingly.

Craft Vendors

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

- 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. An Emmett Township permit may apply. Please inquire with a Vendor Co-director prior to set-up.

- 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.**

- All booths must have 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)

- Be prepared for all weather conditions (wind, rain or shine). SLRF opens on time each day, regardless of weather. In the event of a weather emergency, SLRF Management reserves the right to close the site to vehicular and even foot traffic.

- Merchants are required to dispose of their own trash (most especially shipping cartons and bulky trash materials) in the large dumpsters located along the service road. In addition, 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 and leave their booth space a mess.*

- 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 and no consumption of alcoholic beverages during Faire hours.

- Cell phone use within booths should be limited to necessary business matters (such as verifying credit cards); please, no "chatting" within sight of patrons.

Security: SLRF Productions, Inc. is not liable for any loss or damage to booth or contents. We strongly suggest that merchants do NOT leave merchandise "between weekends" or unsecured after hours. Our WEEKEND Security is limited to FRONT GATE ACCESS ONLY. We are unable to wholly restrict access to our site during off-hours!

Camping

- Due to rising costs of State-imposed fees and amenities (like propane for the water heater in the shower room), SLRF must charge a $10 per-weekend fee for camping. VERY FEW campers will have access to water and electricity – typically, our available spaces are all occupied by contracted Entertainers. Those campers who hook into electricity and/or water WILL BE CHARGED A NOMINAL FEE for that amenity.

- 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 "mundane area" camping, please indicate this on your application. The necessary forms will be included in your acceptance packet. They must be returned by June 30, 2010.

Food & Gaming 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.

Food & Gaming

- 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 the Vendor Co-Directors.

Gaming Applicants

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

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 polices 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 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).

(This document is not to be reproduced in whole or part without prior written permission from the Management of the Silver Leaf Renaissance Fair Inc. ™)