

# ALABAMA RENAISSANCE FAIRE

## VENDOR EXHIBITOR/ORGANIZATION APPLICATION

Rev.n 01/2018

Please refer to the ARTS & CRAFTS EXHIBITOR GUIDE enclosed with this application packet for submission FEES, DEADLINES, & GUIDELINES. For more information, please use contact numbers/email on page 2.

Mail **COMPLETED** application & CHECK or money order to: **ARF P.O BOX 431 FLORENCE, AL 35631** Completed applications will be considered as they are received because SPACE is LIMITED.

ACCEPTANCE OF APPLICATION is a commitment to SHOW/PERFORM/SELL at the venue for the entire weekend. Notifications of acceptance will be timely and unaccepted applications will be returned with the accompanying fee no later than SEPTEMBER 1.

FEES ARE NON- REFUNDABLE if the applicant cancels commitment after SEPTEMBER 1.

### Applicant

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print or Type

D/B/A Name: \_\_\_\_\_

Contact Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (Day): \_\_\_\_\_ Phone (Night): \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

RETURNING APPLICANT: Y N PREVIOUS YEAR(S) \_\_\_\_\_

NUMBER BOOTH SPACES NEEDED (INCLUDING TIE- DOWNS):

PLEASE CIRCLE ONE:

OR

12x12  = 1 space

SIDE BY SIDE



BACK TO BACK 12x24 = 2 spaces



24x24 = 4 spaces

ELECTRICAL ACCESS: Y N WATER ACCESS: Y N

NUMBER OF OPEN SIDES: \_\_\_\_\_ for customer sales.

OTHER NEEDS REQUESTED: \_\_\_\_\_

ALSO SEND THESE REQUESTS TO : [ladyrenwilson@gmail.com](mailto:ladyrenwilson@gmail.com)

**APPLICANTS MUST COMPLETE PAGES 1 & 2 OF THIS FORM**

Keep in mind that we are a **MEDIEVAL/RENAISSANCE** Faire and, as such, all products must fit in with the **MEDIEVAL/RENAISSANCE** period. Only **COMPLETED** applications will be considered.

**PRIMARY**

**MERCHANDISE** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECONDARY MERCHANDISE** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MISCELLANEOUS MERCHANDISE/ DEMONSTRATIONS/ PERFORMANCES:**

\_\_\_\_\_

**VENDORS MUST DRESS IN PERIOD COSTUME AND BOOTH SHOULD BE DECORATED.**

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**NEW APPLICANTS MUST SUBMIT AT LEAST 3 PHOTOS OF BOOTH, ITEMS, AND/OR PERFORMANCES FOR APPLICATION COMPLETION.**

**ALABAMA RENAISSANCE FAIRE AGREEMENT**

The understanding exhibitor attests to have read this and the crafts exhibitor's guidelines included in this application and signs below as acceptance of the rules, guidelines, and procedures set forth herein. The exhibitor also agrees that the staff and personnel of the Alabama Renaissance Faire (ARF), the Florence Parks and Recreation Department, the City of Florence and their agents are NOT responsible for injuries, loss or damage to person(s) and/or property, and does discharge, release and hold them harmless.

**The exhibitor agrees to abide by all decisions and requests of the Alabama Renaissance Faire (ARF) in regard to personal display and conduct during the Alabama Renaissance Faire.** The exhibitor agrees to wear period costume and to decorate the booth accordingly, unless otherwise given a writ of permission from the Alabama Renaissance Faire.

**SIGNED THIS DAY \_\_\_\_\_ OF \_\_\_\_\_ IN THE YEAR \_\_\_\_\_.**

**EXHIBITOR SIGNATURE:** \_\_\_\_\_

**IF YOU ARE INTERESTED IN ADDING A LINK FOR YOUR WEBSITE OR FACEBOOK TO OUR WEBSITE AND FACEBOOK, PLEASE INCLUDE YOUR LINK(S).**

\_\_\_\_\_

## APPLICATION FOR SELECTION CRITERIA

1. DECORATIONS AND CLOTHING APPROPRIATE TO MEDIEVAL/ RENAISSANCE PERIOD.
2. QUALITY, VALUE, AND CRAFTSMANSHIP OF PRODUCTS FOR SALE.
3. UNIQUENESS OF PRODUCTS FOR SALE.
4. FOOD AND DRINK AS READY CONSUMABLES **WILL NOT** BE CONSIDERED AS ARTS AND CRAFTS. YOU MUST OBTAIN A **FOOD VENDORS APPLICATION**.
5. PRODUCTS/CRAFTS THAT **A.R.F** CONSIDERS TO BE DANGEROUS, TOXIC, AND/OR HARMFUL **WILL NOT BE APPROVED**.
6. HANDICRAFTS ASSEMBLED FROM COMMERCIAL KITS, T-SHIRTS, AND/OR ITEMS NOT IN KEEPING WITH THE THEME **WILL NOT** BE APPROVED.

### APPLICATION PROCEDURES

AN APPLICATION WILL BE CONSIDERED **COMPLETE** FOR POSSIBLE INCLUSION IN THE FAIRE UPON SUBMISSION OF THE FOLLOWING ITEMS:

1. PAYMENT IN FULL IN CHECK OR MONEY ORDER MADE PAYABLE TO:  
ALABAMA RENAISSANCE FAIRE.
2. A SIGNED AGREEMENT TO GUIDELINES AS DESCRIBED HEREIN.
3. A SIGNED AND COMPLETED APPLICATION FORM.

#### FOR NEW APPLICANTS ONLY:

4. PHOTOGRAPHS OF PREVIOUS EXHIBITS, IF AVAILABLE.
5. PHOTOGRAPHS OF ITEMS TO BE SOLD AND OF BOOTH DESIGN.

#### SPECIAL NOTE:

1. THOSE MEETINGS THE ABOVE STANDARDS WILL BE SELECTED ON "FIRST-COME" BASIS AND THE **DECISIONS OF THE SELECTION COMMITTEE SHALL BE FINAL**.
2. RESALE PEDDLERS WILL BE CAREFULLY LIMITED.
3. MASTER ARTISTS AND CRAFTS PERSONS WHO WISH TO DEMONSTRATE THEIR TALENTS DURING THE FAIRE SHOULD CONTACT US AS SOON AS POSSIBLE FOR EARLY CONSIDERATION.

### REGISTRATION AND SET-UP

THE **A.R.F INFORMATION BOOTH** IS LOCATED NEAR THE INNER CONCRETE CIRCLE OF THE *FOUNTAIN-ON-THE-GREEN* AND IS THE REGISTRATION CENTER. CHECK IN IS AT **7 AM** ON FRIDAY AND SATURDAY MORNING. YOU WILL BE ASSISTED IN THE LOCATION OF YOUR BOOTH SITE AND THE BEST APPROACH TO UNLOAD. ADDITIONALLY, YOU WILL BE GIVEN AN EXHIBITORS SYMBOL FOR IDENTIFICATION. **WE REQUIRE THIS SYMBOL TO BE DISPLAYED ON OR IN PROMINENT LOCATION ABOUT YOUR BOOTH AT ALL TIMES**. WE ASK THAT YOU UNLOAD AS QUICKLY AS POSSIBLE AND REMOVE YOUR VEHICLE(S) TO THE DESIGNATED PARKING NEAR AND AROUND THE PARK AREA. NO VEHICLES WILL BE PERMITTED IN THE PARK AFTER 9 AM ON SATURDAY MORNING.

## ARTS AND CRAFTS

EXHIBITOR GUIDE (REVISED) - Keep for your records

**ALABAMA RENAISSANCE FAIRE P.O BOX 431 FLORENCE AL 35631**

Ph. 256-718-5020

[brwarren@florenceal.org](mailto:brwarren@florenceal.org) Fax. 256-766-6388

### GREETINGS

THE ALABAMA RENAISSANCE FAIRE (**A.R.F**) WELCOMES YOUR INTEREST IN OUR FALL FESTIVAL. THE FOLLOWING WILL PROVIDE YOU WITH CURRENT INFORMATION ABOUT THE FAIRE, ITS GUIDELINES, AND THE APPLICATION PROCESS FOR AN EXHIBITOR (VENDOR, MERCHANT, ARTISAN). SHOULD YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE, PLEASE DON'T HESITATE TO CALL, WRITE, OR EMAIL AT THE INFORMATION GIVEN ABOVE.

### FAIRE LOCATION

**WILSON PARK (FOUNTAIN-ON-THE-GREEN)** LOCATED IN THE DOWNTOWN AREA OF FLORENCE, AL, ADJACENT TO THE MAIN POST OFFICE. THE FAIRE SITE (**WILSON PARK**) IS BORDERED BY **WOOD AVE.** AND **TOMBIGBEE ST.** ON THE SOUTH; **SEMINARY ST.** AND **TUSCALOOSA ST.** ON THE NORTH.

### DATES AND TIMES

**THE FAIRE TAKES PLACE ON THE FOURTH WEEKEND IN OCTOBER OF EVERY YEAR.**

**2019**

**FRIDAY, OCTOBER 25**

VENDOR SET UP 7AM- 6PM

**SATURDAY, OCTOBER 26**

LATE SET UP/CHECK IN AT 7AM.

**ALL VEHICLES MUST BE OUT OF THE PARK BY 9AM.**

FAIRE OPENS 10AM - 6 PM

**SUNDAY, OCTOBER 27**

FAIRE OPENS NOON TO 6 PM

**MONDAY, OCTOBER 28**

LATE FAIRE TAKE-DOWN MUST BE DONE BY **NOON.**

### FEES:

A 12'X12' BOOTH SPACE IS **\$125.00**, MUST BE PAID ON OR BEFORE **AUGUST 01.**

AFTER **AUGUST 31**, THE FEE INCREASES TO **\$150.00. AFTER AUGUST 31, THE FEE IS NON-REFUNDABLE.** ALABAMA SALES TAX FORMS WILL BE PROVIDED TO EACH EXHIBITOR OPENING MORNING. THE ALABAMA RENAISSANCE FAIRE ITSELF REQUIRES NO ADDITIONAL FEES.

**ACCEPTANCE NOTIFICATIONS WILL BE SENT OUT VIA U.S MAIL IMMEDIATELY.**

IF YOU DO NOT RECEIVE AN ACCEPTANCE, YOUR FEES WILL BE RETURNED VIA MAIL AFTER PROCESS IS COMPLETED.

## REQUIREMENTS

EXHIBITORS MUST BE ON THE FAIRE SITE AND OPEN FOR BUSINESS AT ALL TIMES DURING FAIRE HOURS UNLESS INCLEMENT OR DANGEROUS WEATHER IS DECLARED.

EXHIBITORS AGREE TO COMPLY WITH THE CIVIL LAWS AND CODE OF THE CITY OF FLORENCE ALABAMA. USE OF, SALE OF, OR DISPLAY OF ANY ILLEGAL MATERIAL OR ITEM WILL RESULT IN CLOSURE OF THE SALES AREA.

## GRANTS

EXHIBITOR GRANTS THE ALABAMA FAIRE THE RIGHTS:

1. TO INSPECT THE SALES AREA AT ANY TIME. FURTHER, THE ARF WILL HAVE THE RIGHT TO DEMAND REMOVAL OF ANY SALE OR DISPLAY ITEM(S) THAT, AT ITS SOLE DISCRETION, ARE DEEMED UNSUITABLE FOR THE FAIRE.
2. TO DENY ANY BOOTH SPACE OR EVICT FROM SAID SPACE ANY EXHIBITOR IN VIOLATION OF THE CITY OR STATE LAWS, OR ARF REQUIREMENTS.
3. TO RESTRICT ANIMALS NOT IN COMPLIANCE WITH CITY CODES, PARK AND ARF RULES AND REGULATIONS.

## EXHIBITION SPACE

A SINGLE BOOTH SPACE MEASURES 12'X12' **(1)**. WE ASK THAT EVERYTHING BE WITHIN THIS AREA. ADDITIONAL SPACES, SUCH AS 12'X24' **(2)** OR 24'X24' **(4)**, ARE ALSO OFFERED WITH THE SAME REQUIREMENT. ADDED SPACES CAN BE ARRANGED TO SUIT THE TENT SIZE IF AVAILABLE/OR REQUESTED. EXHIBITORS ARE ASKED TO MAINTAIN THEIR AREA IN A SAFE AND PROFESSIONAL MANNER. **EXHIBITORS ARE ALSO RESPONSIBLE FOR CLEAN UP OF THEIR AREA DURING AND AFTER THE FAIRE.** GARBAGE BINS ARE LOCATED THROUGHOUT THE PARK. EXHIBITORS ARE RESPONSIBLE FOR A DISPLAY DESIGNED TO **WITHSTAND INCLEMENT WEATHER** (SUN, WIND, RAIN) AND CROWDS. **THERE IS NO ALTERNATE RAIN LOCATION.** THE POSITION OF A BOOTH IS DETERMINED WELL IN ADVANCE OF THE FAIRE AND POTENTIAL EXHIBITORS SHOULD CLEARLY AND PRECISELY DESCRIBE ANY SPECIAL NEEDS AT THE TIME OF APPLICATION. ACCOMMODATION TO REQUESTS/NEEDS WILL BE CONSIDERED AND MADE WHERE POSSIBLE. **ASSIGNMENTS OF BOOTHS ARE AT THE SOLE DISCRETION OF THE A.R.F.**

VENDORS MAY CONTACT ANY A.R.F STAFF MEMBER FOR BREAKS, QUESTIONS, AND/OR PROBLEMS. INFORMATION WILL BE INCLUDED IN THE PACKET AT CHECK IN.

## SECURITY

OFF-DUTY POLICE OFFICERS WILL PROVIDE SECURITY IN THE PARK FROM 6:00 PM FRIDAY NIGHT TO 6:00 AM SATURDAY MORNING AND DURING THE SAME HOURS ON SATURDAY NIGHT TO SUNDAY MORNING. **SUNDAY NIGHT IS UNPROTECTED.**

**DECOR AND RENAISSANCE THEME**

EXHIBITION SPACES, SALE ITEMS, AND DRESS OF ANYONE WORKING YOUR BOOTH MUST CONFORM TO THE HISTORICAL PERIOD OF MEDIEVAL TO RENAISSANCE. DETERMINATION OF VIOLATION OF THIS REQUIREMENT WILL BE AT THE SOLE DISCRETION OF THE ARF.

OVERALL DECOR IS VERY IMPORTANT TO THE SUCCESS AND FUN THAT THE FAIRE HAS COME TO REPRESENT TO THE COMMUNITY. THERE IS SOME VARIATION ALLOWED AND PREPARATIONS DO NOT HAVE TO BE COMPLICATED. IF YOU NEED SUGGESTIONS OR HELP, PLEASE CONTACT US.

A WRIT OF PERMISSION CAN BE REQUESTED FOR THOSE UNABLE TO MEET THE BARE MINIMUM OF EITHER DRESS OR DECOR. HOWEVER, THIS WRIT MAY ONLY BE GRANTED ONCE.

**PATRON POLICY**

PATRONS, VENDORS, AND ENTERTAINERS CANNOT HAVE ALCOHOL ON SITE. EDGED WEAPONS, AND OTHER PERIOD WEAPONRY MUST BE SECURED IN SUCH A WAY AS TO PREVENT ACCIDENTAL INJURY TO THE WEARER AND THE GENERAL PUBLIC.

**TO CONTACT**

**ALABAMA RENAISSANCE FAIRE**

**TO CONTACT**

[www.alrenfaire.org](http://www.alrenfaire.org)

P.O BOX 431  
FLORENCE, AL 35631

[brwarren@florenceal.org](mailto:brwarren@florenceal.org) PHONE 256-718-5020 FAX 256-760-6388  
[ladyrenwilson@gmail.com](mailto:ladyrenwilson@gmail.com)

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IF YOU ARE INTERESTED IN HAVING AN ALABAMA RENAISSANCE FAIRE T-SHIRT, PLEASE CUT OFF THIS FORM AND SEND IN YOUR ORDER WITH YOUR APPLICATION.

SELECT SIZES: Sm \_\_\_\_\_ Med \_\_\_\_\_ Lrg \_\_\_\_\_ XL \_\_\_\_\_ 2X \_\_\_\_\_ 3X \_\_\_\_\_

INCLUDE SIZES AND QUANTITY OF EACH SIZE AND \$15 FOR EACH SHIRT  
IT/THEY MAY BE PICKED UP AT THE INFORMATION BOOTH ON SATURDAY AFTERNOON.