

Artisan Information Packet

Saturday, October 3 and Sunday, October 4, 2009

13400 Allisonville Road, Fishers, IN 46038



Show Times

10:00 a.m. to 6:00 p.m. both days.

*This is a rain or shine event. There will be **no** refunds.*

Booth Space / Fees

Booth Space Size	Booth Cost	Cost after January 15, 2009
12' x 12'	\$125.00	\$140.00
13' x 13' to 16' x 16'	\$175.00	\$190.00
17' x 17' to 18' x 24'	\$225.00	\$250.00
19' x 25' to 25' x 25'	\$275.00	\$300.00



After May 30, 2009 an additional late fee of \$15 will apply.

The space you apply for MUST include ropes, stakes and supports!

Set up Times

Thursday, October 1, 2009 3:00 p.m. to Dark

Friday, October 2, 2009 8:00 a.m. to Dark

Items to be included with your application

- Certified check, business check or money order made payable to Fishers Renaissance Faire.
- Photos of your booth and merchandise to be sold. Returning artisans do not need photos of your booth or wares unless you have added new merchandise.
- Completed application form

Terms

All artisans are required to read and sign the attached rules and regulations.

Artisan Responsibilities

Artisans are responsible for supplying as well as setting up and taking down their own displays, dividers, tents, overhead coverings, booth signage, booth decorations, tables and chairs. Artisans are expected to clean up their assigned booth areas at the conclusion of each day. All trash must be disposed of properly. The Fishers Renaissance Faire is a juried faire. All costumes and merchandise must be family friendly. The Fishers Renaissance Faire has all rights to reject any merchandise or costumes that are deemed inappropriate for our faire.

Disclaimer

I understand that Sister Cities of Fishers Indiana or the Fishers Renaissance Faire will not be held liable in the event of loss or damage during, before or after faire hours. Artisans should obtain their own liability insurance to meet their needs. It is also understood that by signing this application I am, without payment to me or anyone affiliated with me, granting the Fishers Renaissance Faire the right to use for all promotional, educational and other purposes to promote the FRF any photo, video, or other reproductions of any image in which we appear.

Artisan Information Packet

Rules and Regulations



Costumes

All Artisans are required to dress in period costumes. All staff members of your booth are also required to dress appropriately. Please remember that we are a family friendly faire and we ask that no revealing costumes are worn. Appropriate footwear is also required.

Merchandise

We pride ourselves in being an authentic faire. We ask that all items for sale are period and appropriate for families. We also ask that 85% of what you sell is handmade and not mass-produced. **There cannot be any plastic swords for sale!** All items for sale must be listed on your application and approved by the Artisan Chair. If a jury member asks you to remove items from your booth, you must do so immediately.

Booth / Pavilion Requirements

Your booth assignment will be determined by the amount of space you require. All booths must appear period! We do prefer canvas pavilions, however we are allowing modern tents this year as long as they adhere to the following requirements: a) all vinyl is covered with fabric or garland, b) all interior and exterior metal must be covered—this includes the legs of the tent (again, preferably with fabric or garland), c) no plastic or vinyl is allowed to cover the tent. This is why photos of your booth are imperative with your application.

Weapons

Only those artisans who have received permission to sell weapons may do so. **All weapons must be confined to a secure area within your booth, not accessible to children.** **Absolutely no weapons of any sort are allowed to be handled, examined or sold to people under that age of 18.** This includes selling weapons to other merchants, volunteers of the faire as well as patrons. **All weapons must be peace-tied at the time of the sale.**

Camping in Your Booth

Due to Conner Prairie regulations, there is absolutely no overnight camping inside your vehicle! You may camp inside your booth area, or in a tent, however modern amenities must be put away by 9:00AM. If you require other camping or RV accommodations let the Vendor Chair know immediately, preferably by email at chrisspringman@yahoo.com For other camping info visit the Hamilton County Convention & Visitors Bureau at www.hccvb.org.

Traffic and Parking

Absolutely no cars are allowed on the faire area after 8:45AM the mornings of the faire. The roadway to leave the faire will not be opened until 6:30PM on the days of the faire. We want to insure that all patrons have left the faire before any artisans begin to leave. All loading and unloading must be done prior to these times.

Artisan Information Packet

Rules and Regulations (continued)



Pets

There are no pets allowed on the faire grounds.

Smoking

We ask that you only smoke in designated areas or away from the view of our patrons.

Parade

We will have a parade with the Queen and her Royal Court each day. We ask that you have a designated person to walk in the parade and that you have an appropriate banner they can display while they are walking.

Close of the Day

All Artisans are required to leave your booth area in a secure manner at the end of each sales day. Fishers Renaissance Faire is not responsible for theft or damages.

Artisan Passes

Each Artisan will receive 4 free faire passes upon check in. Participants must wear these passes at all times so they are not charged for admission.

Sales Tax

It is the sole responsibility of the artisan to obtain an Indiana Sales Tax License and to pay their own taxes.

Liability

All artisans are responsible for obtaining their own liability and property insurance. The Fishers Renaissance Faire will not be held liable in the event of a loss or damage before, during and after the FRF hours. **By August 15, 2009 artisans must provide a Certificate of Insurance naming the Fishers Renaissance Faire as both an additional named insured and certificate holder on your liability policy. A minimum of one million dollars in General Liability is required if weapons are available in your booth.** If your Certificate is not on file with us, you will not be permitted to set up your booth.

Artisan Application

Deadline for applications is August 1, 2009



Contact Information Please Print

Name _____

Business Name _____

Mailing Address _____

City _____ State _____ ZIP _____

Email Address* _____ Phone () _____

Website _____

Size of Booth _____
Booth size includes ropes, stakes and supports

Fee _____
(see page 1 of information packet)

Special Request** _____

List of Merchandise to be Sold

Description of merchandise to be sold must be specific and a photo of all items must be provided with your application or on your website in order to be juried. You must notify the Artisan Vendor Chair if you want to add or delete items before the Faire.

Weapons Yes No

If Yes, please describe _____

Hazardous Materials on Site Yes No

If Yes, please describe _____

Example of hazardous materials includes leather dyes, silver polishes, petroleum-based products, etc.

Artisan Application

(Continued)



Number and Size of Vehicles and/or Trailers You Will Be Driving

Example: full size van with 10' trailer behind. If this changes at any time, you must inform the Vendor Chair.

** Please note that email is the preferable method of communicating. If you do not have an email address, please list the best possible way to get in contact with you.*

*** Please know that special requests will be noted and the artisan committee will do everything possible to grant your requests, but there is no guarantee.*

Mailing Your Application

Please mail this application, a signed copy of the rules and regulations page, and photos of your booth and items to be sold, and a check or money order to:

Fishers Renaissance Faire

**9912 Ridge Drive
Indianapolis, IN. 46256
(317) 845-9843
chrispringman@yahoo.com**

By signing this application I agree not to hold the Fishers Renaissance Faire or its volunteers, the Sister's Cities Association of Fishers, Indiana (SCAFI), or the Town of Fishers responsible for any damage or theft which might occur to any of my personal property, my booth and/or sales items during my participation in this Faire. I accept responsibility for all individuals working in my booth space. I also understand that any fees for my participation in this event are non-refundable except in the event of cancellation of the Faire. In the event of cancellation of the Faire for any reason, the Faire's liability is limited to a full refund of fees already received from the vendor.

I, the undersigned, intending to be legally bound, hereby, for myself, my heirs, executors and administrators, waive and release any and all rights and claims for losses and damages I may have against the Fishers Renaissance Faire, the Sister's Cities Association of Fishers, Indiana (SCAFI) and/or the Town of Fishers, and all other parties and their representatives, successors, and assignees for any and all injuries and all claims of damages, demands and actions whatsoever which may arise as a result of participation in this festival. I agree to pay all costs necessary to indemnify, defend and hold harmless the above named entities from all claims, demands, actions, attorney's fees, costs and expenses based on or arising out of any acts, errors, omissions, fault or negligence of mine, my employees or other agents while performing services under this contract. I hereby grant full permission to any and all forgoing to use photographs, videotapes or motion pictures of this faire for any purpose related to the Faire, future Faires, or sponsor.

Signature _____ Date _____