

# Food Vendor Guidelines



This is the fifth year for the Renaissance Faire event. The food vendor area is a 15<sup>th</sup> and 16<sup>th</sup> century Renaissance Marketplace. The Faire strives to provide the public with the most authentic event possible and period style food. For that reason we ask that you abide by the following guidelines:

- *No modern logos or signage -*
- *All modern equipment must be behind booths or hidden*
- *Tents must appear to be authentic – No Logos*
- *A picture of vendors setup must accompany application*
- *Signs and Menus should be appropriate to the period – (Wood planks written with paint)*
- *Clothing to be worn by personnel needs to be appropriate to the period – NO LOGOS OF ANY KIND*

## Dates / Locations / Times

- ❖ The Faire is scheduled for Saturday, October 3 and Sunday, October 4, 2009
- ❖ The Faire opens at 10:00 am and closes at 6:00 pm both days
- ❖ Vendor setup is scheduled for 12:00 pm Friday, October 2, 2009 and must be completed by 8:00 pm the same day
- ❖ **THERE WILL BE NO SETUPS ALLOWED AFTER FRIDAY – ALL VENDORS MUST BE READY FOR BUSINESS BY 9:30 AM ON BOTH DAYS OF FESTIVAL**
- ❖ The Faire is located at Conner Prairie, 13400 Allisonville Road, Fishers, IN

## Registration and Application Fee

- ❖ All vendors must submit an application and have it approved by the Faire Committee. ***There will be no walk-on vendors allowed***
- ❖ Completion of application is required for registration and must be accompanied by the \$100 application fee
- ❖ Applications and fees must be received by **JULY 15, 2009**
- ❖ It is the responsibility of applicant to obtain all licenses and permits
- ❖ All vendors are responsible for payment of State and Local Sales Tax
- ❖ Each selected applicant will receive booth space as determined by the Faire Committee
- ❖ Standard booth space will be 20x20; if additional space is required, please note on application
- ❖ Each selected applicant will receive 6 participant passes and one parking permit
- ❖ Each selected applicant will receive 5 Muffin Caps and 5 Tabards
- ❖ ***The Fishers Renaissance Faire is a rain or shine event***

## General Information

- ❖ All booths must have a Renaissance appeal
- ❖ Vendors must provide their own tents, tables, chairs, shade, lights, etc.
- ❖ All plastics, aluminum and metal **MUST** be hidden from sight including modern tables and chairs
- ❖ Vendors must display period appropriate signage clearly identifying food items and prices
- ❖ Vendors are responsible for their booth setup, tear down and all trash clean up of booth area
- ❖ **The vendor must provide water for cooking and cleaning;** hand washing stations will be provided
- ❖ No TVs, radios or amplified music will be allowed in booths
- ❖ Booth must be staffed at all times

## Food Vendor Guidelines (continued)



- ❖ All pertinent fire codes, laws, ordinances and regulations pertaining to health, fire prevention and public safety shall be strictly observed. The Fishers Renaissance Faire Committee and the Town of Fishers will not be liable in any manner if a Department of Health inspector closes a booth that does not comply with regulations.
- ❖ Vendors closed by an inspector will not receive a refund
- ❖ The decision of the Fishers Renaissance Faire Committee is final in all matters

### Vendor Meeting

- ❖ There will be a brief meeting of all vendors at 5:00 pm Friday, October 2, 2009 in the food vendor area. Attendance at this meeting is a requirement of participation in the Faire

### Sales Records

- ❖ Your gross sales are subject to a 15% commission collected by the Faire Treasurer at the close of business each day. The Sales Record form enclosed must be filled out during the course of the day and presented to the Treasurer along with cash payment of commissions due.

### Electrical Hook-ups

- ❖ A central generator will be provided for all electrical needs. A connection charge of \$50 for the 2 day event will be due at the time commissions are collected at the close of Saturday's business. Due to noise level issues, NO individual generators will be permitted.
- ❖ **ALL ELECTRICAL REQUIREMENTS NEED TO BE SUBMITTED WITH VENDOR APPLICATION.**
- ❖ Any vendor that does not have requirements on file may be denied connection to the generators

### Setup / Teardown

- ❖ Setup may begin at 12:00 pm on Friday, October 2, 2009 (rain or shine) and must be completed no later than 8:00 pm that evening. There will not be any early setups allowed
- ❖ Vendors must check in at the information booth before setting up on Friday in order to receive your booth space, setup instructions and participant passes
- ❖ Vendors arriving after 8:00 pm on Friday will not be permitted to setup and will forfeit their fees
- ❖ Vehicles are allowed onsite for loading and unloading purposes only and must be off the site by 9:00 am on Saturday and Sunday
- ❖ Vehicles will be allowed on site at 6:30 pm after Faire closes and has been cleared of all guests
- ❖ There will be security Friday and Saturday nights so you may leave your booth, but please remove all items of value. The Fishers Renaissance Faire Committee, agents, employees, volunteers and the Town of Fishers are not responsible for any loss or theft during the run of the Faire or setup/teardown
- ❖ Vendors must check in by 8:00 am on Saturday and Sunday in order to drive on to site. Arriving after 8:00 am requires unloading from the participant parking area
- ❖ Vendors must remain open during the scheduled hours of the Faire

## Food Vendor Guidelines (continued)



- ❖ Teardown will begin after close of Faire on Sunday after 6:15 pm. Teardown must be complete by 12 pm, October 6, 2008

### Garbage

- ❖ Vendors are responsible for keeping the area inside and outside of their assigned areas clean. If grease is used, you must dispose of it in sealed containers. Any unapproved dumping will result in a cleanup charge equal to time and materials; vendor will be excluded from any future events

### Parking

- ❖ Each vendor will be issued one parking permit for the exhibitor parking lot. Your permit should be displayed in the left hand corner of your windshield and will allow you to enter Conner Prairie during the days of the Faire. Permits are not necessary on setup day

### Insurance

- ❖ Vendor must provide a Certificate of Insurance by **August 17, 2009**, 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 your certificate is not on file with us, you will not be permitted to set up your booth