



Appalachian  
Renaissance  
Faire

Appalachian Renaissance Faire  
Craft/Exhibitor Application  
2018 Festival Season

Enclosed is an application for the Appalachian Renaissance Faire, which is being held on September 8-9, 2018. Here are answers to some commonly asked questions.

### **Do I have to attend all days of the faire?**

Yes, you are required to be open both days and all hours of the faire, rain or shine. You may hire a manager to run your booth if you are unable to attend yourself.

### **What are the operating hours of the faire?**

Operating hours are from 10am to 6pm, both days, rain or shine. You are responsible for being open during all operating hours.

### **Should I send money with this application?**

No. Do not send any money at this time. If you are accepted, a contract will be sent to you. This will detail any fees and when they are due.

### **What about refunds?**

In the case of a cancellation - the following will apply:

60+ days before the faire - Full refund will be issued

30-60 days before the faire - ½ refund will be issued

0-30 days before the faire - no refunds will be issued

All deposits are non-refundable, but can be applied to the next year or transferred to another vendor, upon approval by ARF.

### **What are the requirements for vending at the Renaissance Faire?**

Should your application be accepted and you are contracted for the Faire, you will be required to provide your own exhibition tent and costume. Both your costume and display must fit within the "Renaissance" theme and be approved by Faire management. Photos or drawings of your proposed set-up and costume should be sent to the Faire with this application.

### **Can I use this form to apply to vend food items?**

This form may be used to apply to vend any food items, pre-packaged and otherwise.

### **What sort of spaces are available?**

We have a variety of different size tent spaces available, as well as kiosk/cart spaces. All spaces are first come/first serve.

## **How do you decide who is accepted?**

The decision as to who we can accept to fill the spaces available will be based on the quality of your craft and how your work fits into the current offerings at the Faire. If you aren't sure your product is acceptable or likely to be juried in, the best way to find out is to submit your application.

The Faire first looks for exhibitors who have appropriate merchandise to sell. After that we look at how well your booth will fit in with our Faire.

## **What if I'm interested in purchasing a permanent booth at the Faire?**

You can be guaranteed a spot for the next faire, by contacting the Vendor Coordinator or Vendor Assistant, on the last day of the faire and pre-paying a deposit for it. All deposits will be non-refundable, but will apply to the booth rental fee for the next year. If you are interested in selling your wares in our gift shop on a commission basis, during the off season, see the Vendor Coordinator as well.

## **May I have exclusivity rights for my products?**

To maintain fairness and encourage a wide range of participation, ARF will not guarantee exclusivity to any vendor, of any kind, for any merchandise, at any venue sponsored by ARF.

## **What are the guidelines for set-up, parking, and break down?**

Booths must be set-up and ready for operation by 9am the day of the event. After load-in/set-up, no vehicles may be used on site by vendors (unless prior arrangements have been made). During the faire, ALL vehicles must be off site and in the provided parking area.

Vehicles will not be allowed back onto the site (with the exception of emergency vehicles, ARF Board & Staff, or certain parking passes, i.e. handicap placard), until one hour after the event has closed for the day. Vendors should be especially alert for pedestrians during set-up and break down.

## **What if I need lodging during the faire?**

A primitive campsite is available for tents at a set fee, but space is limited and first come/first serve. Reservations and fees must be paid before the event starts. Tent spaces may hold up to two (2) tents of approximately 10x10 size or one 10x20. Noiseless generators are allowed. All fire pits must be above ground within braziers or picnic grills which are stationary, and attended by an adult at all times. We are a leave no trace facility. Trees and branches CANNOT be cut from available foliage, and requests for firewood are to be placed at time of registration. Reenactment camping on the faire grounds is permitted, however must be in period appropriate tents, or in vendors booth, and requires prior approval by the Field Marshall.

If you wish to use a camper, there are campgrounds within 3 miles of the faire site available. We also have an agreement with our host hotel, and information will be sent upon acceptance.

## **What are your policies on smoking, behaviour, children, dress, and pets?**

There will be designated smoking area, off the immediate faire site as appropriate and in accordance with applicable laws, regulations, and safety considerations.

Vendors and their staff will conduct themselves in a professional manner while on faire grounds. Such behaviour includes appropriate dress, fair and honest business practices, common courtesy, and respect for customers, event staff, and other vendors.

Children are welcome, however parents will be responsible for the actions, including damages, of their children.

We ask all vendors, staff, and employees to dress in period costume, or festive attire. ALL weapons must be peace tied. If there are any questions, please see Security for answers.

Currently, only service animals are allowed within the faire grounds, unless said animal is part of the entertainment venue or a vendor specified for animals. Service animals must have appropriate paperwork, identification, and leads at all times within the faire area. All solid waste products shall be cleaned up by the animal handler/owner immediately upon deposition of said waste. A fine may be assessed if animal is not cleaned up after.

These FAQ pages are for your reference. When you complete the application, please provide as many photos of your wares and set up as possible. We encourage you to attach a note with any questions or comments you wish addressed. We look forward to receiving your application.

Thank you,

Adam Bassett

Appalachian Renaissance Festival

Vendor Coordinator

appvendorcoordinator@gmail.com



Appalachian Renaissance Faire  
 Craft/Exhibitor Application  
 2018 Festival Season

**2018 FESTIVAL DATES:** September 8-9, 2018

**DEADLINE FOR RETURNING APPLICATION:** Please return this application ASAP, and no later than June 1, 2018. Exhibition space is limited. Applications are reviewed in the order received. *Please allow up to 45 days for response.*

Please fill out this form and submit with several photos of your work. We will need photos or illustrations of your costume and exhibit/booth plans as well. If you wish your photos or samples returned, please include a postage paid envelope. If accepted, your photos will be retained on file.

**Registration:**

Name:	Contact Person
Address:	Phone #:
City, State, Zip	Cell #:
Website:	Email:
Signature of Owner/Rep	Date
Site Contact Person	Names of Workers:

**Retail Vendor**

**Registration Fee (check appropriate box)**

- 10' X 10' Space      \$100.00
- 10' X 20' Space      \$200.00
- 10' X 30' Space      \$300.00
- 5' X 5' Demonstration Space - approved after purchase of merchant space - fee \$50.00
  
- Kiosk/Cart - \$80.00 (must be approved by ARF Board)

**Food / Beverage Vendor**

**Registration Fee (check appropriate box)**

- 10' X 10' Space      \$200.00

- 10' X 20' Space      \$300.00
- 10' X 30' Space      \$400.00

**Additional Equipment Needed –**

ITEM	AMOUNT	QTY	TOTAL
Additional passes purchasing (four maximum)	\$10		
Tent Camping (per tent / site – per weekend)	\$20		
Tent Price (note prices above)			
		<b>Total:</b>	

**PLEASE READ CAREFULLY:**

1. There is **NO electricity**. Noiseless generators are permitted for Food & Beverage Vendors only. All other vendors may use battery operated lights and such for their tents.
2. Each Group will receive two (2) passes, regardless of how many spaces reserved, to be used strictly by designated representatives or staff of the booth and cannot be transferred to guests, family, etc. unless they are working within the booth. The pass must be worn at all times while at the festival. Additional passes may be purchased for additional guests or workers of the booth at half price, but not for guests or family members. A booth representative must be at booth while festival is open to the public.
3. All vendors / workers shall wear respectable costume attire. No vulgar clothing will be acceptable. Clothing must be period (Renaissance / Medieval) or of a fantasy nature (Pirate, Fairy, etc). Any concerns or questions regarding clothing should be directed at the Event Coordinator or Vendor Coordinator.
4. All vendors must provide their own tent, tables, chairs, etc. and tent area must be cleaned up on a regular basis. All tents must follow handbook guidelines and be decorated in Renfaire fashion (Renaissance / Medieval / Fantasy / Etc). Any concerns or questions regarding vendor tents should be directed at the Event Coordinator or Vendor Coordinator. (P.S. – it is relatively inexpensive to a decorate tent – just ask)
5. If camping onsite, there is a fee. Placement of your camping site will be determined by Field Marshall if camping within the confines of vendor tent. If not camping onsite, there is Lakeview RV Park 3.7 miles down the highway. If you prefer a hotel, our Host Hotel is Holiday Inn (phone# 423/ 282-4611) – Johnson City TN which is 7.9 miles away. Tell them you are with Appalachian Renaissance Faire and they will offer a discount price. There are numerous other hotels in Bristol, TN as well as Johnson City, TN.
6. Deadline for all vendors is June 1st.
7. **All Vendors** – the statement highlighted below must be signed for acceptance of application

**Space is limited – please register early.**

Please indicate your special needs (handicap, service animals, etc.), if any, with your registration

Do you vend at other Renaissance Festivals or Faires? \_\_\_Yes \_\_\_No If yes, please list below:

Return To:  
 Appalachian Renaissance Faire  
 Attention: Secretary/Vendor Coordinator  
 220 Piney Flats Rd. Suite 6  
 Piney Flats, TN 37686

or email to [appvendorcoordinator@gmail.com](mailto:appvendorcoordinator@gmail.com)

\*This application does not grant participation. Participation becomes effective only upon execution of a Vendor Contract between the Appalachian Renaissance Festival and an approved exhibitor.

***Vendors Only (all vendors)*** - By completing and returning this registration, you have agreed to the ARF guidelines in the Vendor Handbook (available on website to download) and agree to hold Appalachian Renaissance Faire, Inc, the hosting site and all their representatives harmless from any liabilities which may arise from the sale of products or services which you offer, loss or damage of products, or injury during participation in the events sponsored by ARF. Vendor also agrees that they are responsible for all applicable local city, state and Federal taxes as well as any business licenses required. This application does not guarantee participation.

Print Name (Vendors Only)

Signature (Vendors Only)

\_\_\_\_\_

\_\_\_\_\_

Date Received: \_\_\_\_\_  
Assigned \_\_\_\_\_

Check No. \_\_\_\_\_

Space