



Vendor Contract: Truckee Renaissance Faire

Truckee Renaissance Faire **@ Truckee River Regional Park** 10500 Brockway Rd. Truckee, CA. 96161 September 20th & 21st 2008

Website: www.truckeerenfaire.org

Hours of Operation: 10:00am-6:00pm on Saturday and 10:00am-5:00pm on Sunday.
In the past the overnight weather has been very cold. Night (low 40's) Day (mid 70's)

Vendor or Booth Name (As you would like it in the program)

Contact Person

Address

City _____ State _____ Zip _____

Phone Numbers: (Day) _____ Evenings) _____

(Cell) _____ (Other) _____

Email address _____ Website address _____

It is our intent to create and maintain an authentic mid-1500's Shyre for a renaissance celebration!

**Before we consider your application and contract we MUST receive the following:
(All Contracts not complete will be returned)**

- 1. The enclosed contract and informational application signed and dated by an authorized representative.**
- 2. Unless you have been a participant at our faire the last two years, submit two color pictures showing your wares, costumes & booth. Emailed pictures or color copies are acceptable. Note: PHOTOS WILL NOT BE RETURNED.**
- 3. A map of your encampment including all dimensions of pavilions/structures and placement of other items in selling space as required for set up.**
- 4. A copy of your liability insurance coverage naming Truckee Renaissance Faire, Inc and Truckee Donner Parks & Recreation Dept as also insured. Must provide with contract.**
- 5. A signed Truckee Donner Recreation and Park District hold harmless waiver included in your packet.**
- 6. Please keep the Addendums for your records.**
- 7. If a food vendor, supply the menu of the items to be sold at the event.**
- 8. If a craft vendor, supply a list of wares to be sold.**

Truckee Renaissance Faire • Post Office Box 1214 Truckee, CA 96160 • (530) 582-1498

Applicant initials

() ()



Vendor Contract: Truckee Renaissance Faire

Please describe Booth & Costumes (Use additional paper if necessary):

BE SPECIFIC AS POSSIBLE: IF YOU DON'T ASK FOR IT, WE WON'T EXPECT TO PROVIDE IT FOR YOU!!

Booth Size (Include encampment space, pavilion ropes & stakes):

How many sides you are selling from?

Electrical Circuits needed? _____ Amperage required? _____

Will you need Hay Bales? _____ How many? _____

Will you need access to water? _____

Will you be purchasing any ice? _____ How many 40lbs. bags each day? _____

Are there any animals, which are an integral part of your act or encampment? If yes, please list the type of animal, breed and what purpose the animal serves in your act? (Also see Addendum One Paragraph X)

Do you have any special considerations or needs?

Will you setting up any tents in actor's camp? _____ If Yes, How many? _____

Will you be parking any RV's? _____ How many and Lengths? _____

How many hotel rooms will you need? (Typically at a reduced rate) _____

When (time and day) are you planning to arrive? _____

When (time and day) are you planning to depart? _____

How many people will be gate listed? (Must assist booth)

Please provide on an attached sheet of paper the names of all participants you wish to Gate List.

Truckee Renaissance Faire • Post Office Box 1214 Truckee, CA 96160 • (530) 582-1498

Applicant initials

(____) (____)



Vendor Contract: Truckee Renaissance Faire

Please provide a description of the food served to go in our program.

Does the Truckee Renaissance Faire have your permission to add your group's web site address to our web site links page? _____

Deadline: All contracts shall be returned and received no later than August 15th, 2008. If you fail to provide all the requested information or materials, return this contract unsigned, this will delay your acceptance and possibly result in your being denied acceptance. Booth, as well as Encampment space is limited. To be assured a premium space; please return your contracts early. Spaces are laid out on a first come, first served basis.

This is intended to be a legally binding contract; please read the following along with the Addendums completely before signing.

Cancellation: Should the Participant, for any reason, cancel his/her participation LESS than 14 (fourteen) days prior to the Faire, there will be no refund of prepaid fees. ALL CANCELLATION MUST BE SUBMITTED IN WRITING AND RECEIVED BY THE EVENT COORDINATOR NO LATER THAN 12:00 NOON ON SEPTEMBER 1, 2008.

Please sign where indicated and return to the address below prior to August 15th, 2008.

Acceptance

I have read and agree to comply to the Contract along with the attached Addendums, which will be discussed with any persons who will be attending the Event under my supervision and will be responsible for the compliance of those persons listed on my Gate List.

Size of Booth _____ Cost of Booth _____ Date Mailed _____
Check Number _____

Vendor Signature

Date

ACCEPTANCE

Truckee Renaissance Faire, Inc

Date:

Truckee Renaissance Faire • Post Office Box 1214 Truckee, CA 96160 • (530) 582-1498

Applicant initials

(____) (____)



Vendor Contract: Truckee Renaissance Faire

Please mail these completed forms and their requested information to:

Truckee Renaissance Faire

Attn.: Event Coordinator
Post Office Box 1214
Truckee, CA 96160

Any Questions please contact:
Faire Director Sandy Horn at (530) 582-1498
Or Visit our website: www.truckeeerenfaire.org

Thank you for your support of your Faire. We look forward to great fun!

Booth Rental

Space Rental: TRF, Inc. will rent a basic space of 15 x 15 in size (this includes stakes and ropes); however various sized spaces will be available. This space is the participant's only sales area. No mobile sales or solicitation may be conducted without written permission from TRF, Inc.

SPACES WILL BE ASSIGNED BY THE EVENT COORDINATOR. NO APPLICATION WILL BE ACCEPTED CONDITIONAL ON RECEIVING A SPECIFIC SPACE. IT IS OUR MOST ARDENT DESIRE TO ASSIGNED BOOTHS IN THE BEST POSSIBLE ARRANGEMENT FOR EVERYONE TO FLOURISH. YOUR TRUST AND PATIENCE IS APPRECIATED. Participant shall not assign or sublet space, share space with another Participant without the prior written consent of TRF, Inc. No Participant is to change location without prior approval of TRF, Inc. Selling Vendors are not permitted to sell within an historical encampment.

Fees: Participant shall pay one of the following booth fees. Booth fees are for the duration of the Faire.

If received by:	<u>Jun 1st</u>	<u>August 1st</u>
SINGLE 15X15 CRAFT BOOTH	\$ 125.00	\$175.00
DOUBLE 15X30 CRAFT BOOTH	\$ 225.00	\$ 275.00
GAME BOOTH	\$ 100.00	\$ 150.00
ROVING VENDOR	\$ 75.00	\$ 95.00
FOOD/BEVERAGE VENDOR	\$250.00	\$ 300.00
CRAFT/ DEMONSTRATORS W/WARES FOR SALE	\$ 75.00	\$ 90.00

**After August 1st a late registration fee of \$100.00 will be added to the fees above. No registration after Sept. 1st*

Truckee Renaissance Faire • Post Office Box 1214 Truckee, CA 96160 • (530) 582-1498

Applicant initials

() ()