

Harvest Faire 2011

P.O. Box 2069, Newport News, VA 23609

Greetings, Food Merchants!

Permit us to take this time to thank you for your interest in providing food merchant space at the upcoming Harvest Faire 2011, taking place in Newport News, Virginia from October 7-9. We want to make every effort to build on the success and growth the Faire has experienced and continue to provide a fun and rewarding experience for the attendees, participants and merchants. We hope you will continue to feel as strongly about the future of the Faire as we do.

Due to limited merchant space and crowd sizes, we only require 2 food merchants for the event – which is why who we choose is important. With good weather, attendance should be around 1200 with 500 of those attendees on site the entire event. Our main effort this year is to include true “Faire Fare” for our attendees though, and we expect rigorous sales of more period-appropriate foods.

Basically, we have a period event and our campers are on site all day and all night, so a more varied menu and longer hours are desirable. Coffee and mulled cider sell better in cooler weather, sodas and lemonade sell better in warmer weather – we are never sure which we will get until the forecasts the week before start to give us an idea.

Dress is “reasonable effort” period – tunic-style tops and/or fuller bloused shirts and plain pants or skirts without undue hardware showing. Being more period is fine, wearing a concert T-shirt is not. But we also recognize that “full-period” can make food preparation difficult or even dangerous – do what you can to be in keeping with the event.

Faire foods include smoked turkey legs, roasted corn, Brunswick stew in bread bowls, grilled meat on a stick, pretzels, Scottish eggs, etc. We are looking for our food merchants to include faire foods – our attendees want this food to be available to them.

Additional enclosures in this packet are:
Plantation and Event Rules and Regulations as FAQ
The Food Merchant Registration/Agreement Form

Procedure:

- Review all Rules and Regulations in FAQ’s prior to registration.
- Completely fill out the Merchant Registration/Agreement Form and have an authorized agent sign and date. Forms with checks or credit card payments can be mailed. Forms with credit card payment can alternately be scanned and emailed, but bring the signed original to the event.

Please note that all merchants are responsible for their own licenses and permits, as applicable. Our event is open to the public with paid admission, so health department paperwork does need to be in filed and proper food handling procedures for Newport News, Virginia must be followed.

For additional information, special circumstances, or other matters that require direct contact, please email us at: merchants@harvestfaire.org or call 757-358-5412.

On behalf of Harvest Faire, our sincere thanks for your support and we hope that we will hear from you soon.

Sincerely,

Amy Reineri

To remain in compliance with the stated policies of Endview Plantation and established standards as put forth by Harvest Faire, we require that all attendees, staff, Performers and Merchants adhere to the policies stated below. Refusal to comply may result in expulsion from the grounds, without refund. Harvest Faire reserves the right to expel individuals without refund at any time and for any reason, though normal reasons would be disruptive, abusive, or threatening behavior. Harvest Faire is intended to be a safe, fun environment for all attendees. Please note that as of this communication, rules from Endview are not finalized, more restrictions may apply.

FAQ's, Policies and Rules

Q: What is a Renaissance Festival?

A: Harvest Faire is a modern interpretation of a late 15th century European fall harvest celebration and tournament. Entertainers and a market mix with the sounds of good-natured martial competition and the smells of period cooking. Watch a craftsperson plying their trade, try your hand at games of chance and skill, and cheer for the knight of your choice at the Field of Honors.

Q: What are the dates of the Harvest Faire?

A: October 7-9, 2011

Q: What are the event hours?

A: The event runs from 5pm to 10pm. On Saturday, hours are 9am to 10pm. On Sunday, hours are 9am to 3pm. Only pre-registered attendees, Merchants and Performers may camp overnight.

Q: Where is the event located?

A: The event takes place at Endview Plantation, 362 Yorktown Rd, Newport News, Virginia.

Q: What is the rain policy?

A: The Faire will be held as indicated, rain or shine.

Q: Where do I park?

A: Parking is free and is allowed in the fields between the event entrance and the road. No parking is permitted in the curbs or on the field itself. Cars and trucks are not allowed to park in a manner that blocks flow of traffic or people. Proper parking of oversize vehicles is entirely the vehicle-owner's responsibility. Violators will be towed at the owner's expense. There will be no parking at all on the field or camping areas, since the parking at Endview is immediately adjacent to the site. RV parking is restricted as noted below. Playing of music or sound from vehicles in hearing of others is prohibited unless approved by Event Coordinator for performance purposes.

Q: How should we dress? Do attendees need to be "period correct"?

A: You do not need to be period correct, though it is encouraged. Attendees should dress casually with comfortable shoes. Shirts and shoes are required – walking without shoes is done entirely at your own risk. We reserve the right to refuse entry to anyone with dress that may be offensive to other guests. Re-enactors will be in costume, as will merchants, performers and most of the staff.

Q: Are kids welcome?

A: Yes. Harvest Faire is a family event. Attending children (under 18 or otherwise dependent) are completely the responsibility of their parents or guardians – who must not allow them to damage Plantation, Faire or other property. Unaccompanied minors may not participate in competition events. Keep a close eye on children around swordplay, fires, archery and competition areas. The Faire does not provide any daycare or baby-sitting services – parents or guardians are responsible for minors and their actions at all times. Note: check with the program list for those performances that are not family appropriate

Q: What is there to do?

A: Along with performances and demonstrations, the Faire includes food, shopping, children's activities, games, dancing, archery, and volunteering. Meet new people and learn new things.

Q: What else can I do at the Plantation?

A: You can tour the Plantation itself, during regular operating hours. There is a charge for admission. Please note that the back field and surrounding woods are not part of the event area.

Q: Are there toilet facilities?

A: Yes. Portable toilets with hand-washing stations will be located at the event. No public showers or bathing facilities are provided.

Q: Is there phone service?

A: No.

Q: Is electricity provided?

A: No.

Q: Is water available?

A: No. Bring your own water or purchase it from the food merchants.

Q: Is food available on site?

A: Yes. There is a food merchant that remains operational from early morning until late evening and other food merchants are open during the day.

Q: Can I bring my own food and drink?

A: Yes. Only approved merchants can sell food and drink, but you may bring in outside food and beverages for your personal consumption.

Q: Can I leave the premises and re-enter without paying again?

A: Yes. Attendees will be provided with a wristband (which must be worn at all times) and showing this at the Registration Booth will verify re-entry. Wristbands must be visible at all times. Wristbands are non-transferrable. Any drinking age adult passing wristbands with a minor will be reported to the police. All wristbands are firmly applied at Registration – they do not “fall off” and cannot be taken un-affixed to other individuals away from the Registration Booth. If you feel that your sweat or other causes make your wristband at risk of falling off, you are responsible for securing it additionally to prevent this. Lost drinking age wristbands can only be replaced with non-drinking wristbands, unless the missing wristband is returned – so write your name on your wristband if you think it might come off.

Q: Is alcohol permitted?

A: Wine and beer are sold at the event for consumption in the main field. Drinkers must remain civil and orderly. Public intoxication or disorderly conduct will be grounds for immediate dismissal from the event - without refund. Underage drinking will not be tolerated. No one suspected of excessive drinking will be allowed near the open fires. The use and distribution of any illegal substances violates our Zero-Tolerance mandate and abusers will be subject to immediate arrest by city authorities.

Q: Are there “quiet hours”?

A: Yes. There is a noise curfew from 10PM to 8AM. There are private homes near the site and we must respect noise abatement standards as established by the Plantation. Loud music or other audible sounds that are in excess of the norm are prohibited during those hours. Faire & Plantation Security have final authority. Harvest Faire is a period event featuring tent camping; generators and other noise-generating equipment is only allowed in the noise zone and must be approved. RV's must be located in the area behind the barn in order to run their engines or their generators.

Q: Are weapons allowed?

A: No firearms or weapons are permitted, with the exception of period-appropriate “peace-bonded” blades and those used by re-enactors during performances in a pre-approved safety zone. Compliance is the responsibility of the wearer. Spears and lances are not permitted outside the re-enactment areas. Firearms are prohibited except for those worn by Park Rangers.

Q: Can I take photographs?

A: Daytime photography is allowed as long as those in the photo do not mind, however night photography in the main activity areas should be done without using the flash to avoid excessive flash pollution for attendees and performers. Staff photographers are allowed to use flash at night.

Q: Are pets allowed?

A: Yes. However, they must be restrained via leash or carrier and owners are responsible for cleaning up after them. Disregard for any inconvenience or problems caused by their presence (excessive barking, uncollected or improperly disposed of feces, damage to grounds/equipment or failure to keep leashed/contained) will be grounds for expulsion without refund. Bring pet vaccination records where applicable. Your pets attend at your liability alone. Biting incidents will be reported to animal control – if your pet bites people/animals, leave it at home.

Q: What kind of weather can I expect?

A: The weather is variable in October – come prepared with layers of clothing and a dry change of clothes.

Q: What is the site like?

A: The site is beautiful, a combination of flat and sloped areas, but amenities are rustic. There are porta-potties and hand-wash stations provided, but there is no running water. The camping area (for pre-registered attendees only) is partly shaded. The main access is gravel but there are no concrete walks or other paving.

Q: Is the Faire Handicapped Accessible?

A: The Faire is an outdoor event held in a natural setting. Wheelchairs and motorized chairs are welcome and handicapped parking/drop-off is available. Most of the site is level, but it is primarily a large grassy field. Accessible porta-potties are provided at the main restroom location.

Q: Where can I stay in the area?

A: Harvest Faire does feature on-site camping for pre-registered guests, Merchants, staff and entertainers. There are also several hotels in the area and alternate camp sites are further west on the Peninsula.

Q: What are the requirements for camping?

A: Camping is allowed only in designated areas and only with pre-registration. Camping does require some form of tent. Non-period tents must be shrouded or placed in the attendee camping area. Check in for camping begins at noon on Friday and registration is required before camping sites can be claimed. Camping Marshall must approve all camping layouts. No camping inside the tree-line will be permitted. Departure is required by 4pm on Sunday, extinguish fires by 1pm. If you want to arrange a larger camping area for a pre-registered group, notify webmaster@harvestfaire.org. After unloading, move vehicles to the parking area. Cars are not allowed in the camping area, violators will be towed at vehicle owner's expense. No kerosene heaters or fuel stoves can be used inside tents. Stakes, lines and other gear must be kept within your designated site. Trash is to be kept contained and, before departure, all trash must be placed in closed bags inside the dumpsters provided.

Q: I have pre-registered to camp, how will I know who to camp with?

A: The guest camping is in designated areas only. The Camping Marshall will indicate areas that are unreserved. Legacy Groups are attendees who know each other from previous Harvest Faires and traditionally camp together. These are not the same as the Re-enactors who have period camping in their own designated location.

Q: Can I bring my RV?

A: Harvest Faire is a period and primitive camping event. We have a very small number of spaces near the main field for preregistered attendees, merchants or entertainers. RVs in this area need to keep RV-specific noise to a minimum. Fires are not permitted in the RV area. There are no dumping facilities at the Faire.

Q: Are campfires permitted?

A: Yes – for primitive campers in camping area. With the exception of the re-enactors' fire, all fires must be in containment vessels (grills, hibachis or fire pots with sides and bottoms) and all fires must have fire extinguishers at hand. The use of gasoline to ignite fires is prohibited. Fires may not be left unattended – not for any reason or for any amount of time. It is the responsibility of each party to completely extinguish all fires. Coals must be disposed of in marked containers only! Faire and Plantation Security have final authority where fires are concerned.

Q: Is seating provided for entertainment?

A: Some chairs are provided at the main stage, but we encourage attendees to provide their own if possible to assure ample seating. Each attendee is responsible for bringing and removing their own seating. It is always advisable that items for the merchant areas and campsites be properly marked with the owner's name in case they and the owner become separated.

Q: Is there a lost and found?

A: Yes. All misplaced items will be turned over to staff at the Registration Booth where they can be reclaimed by anyone having an accurate description of the item in question. Those claiming items may have their ID recorded for major items in case of conflicting claims. Unclaimed items are saved until the end of the year and can be reclaimed during that period by contacting Harvest Faire, P.O. Box 2069, Newport News, VA 23609 or emailing to webmaster@harvestfaire.org – be sure to include a detailed description of the item. Any cost for mailing or retrieving the item must be paid by the claimant. Items unclaimed by December 31 of the same year will be disposed of.

Q: Is security provided?

A: Harvest Faire Watch provides 24-hour security patrols. Watch members will be wearing name badges, vests or armbands for ease of identification. Attendees are responsible for securing their property, campsites and cars, though. All vehicles should be kept locked. Neither Harvest Faire nor Endview Plantation will assume responsibility for lost or missing articles or merchandise under any circumstances.

Q: Is smoking permitted?

A: Smoking is allowed in areas that are clear of and down-wind from non-smokers. Smoking is not allowed in crowds, lines, children's areas, under the tents or at the stages. Butts must be extinguished and disposed of in sand buckets or carried by the smoker – ground-tossing is not permitted.

Q: Is there trash removal?

A: Only from Faire receptacles. Littering is not allowed. Dumpsters are provided. All trash and garbage must be placed inside the Dumpster and bags tightly secured. Do not overload site receptacles with trash that should be placed directly in the dumpsters.

Q: Are there general restrictions on behavior?

A: Yes. Loud, rude, and lewd behavior are prohibited. No physical altercations are allowed outside of structured demonstrations in the combat areas. No interruption of performances will be tolerated except in emergency situations. All participants need to conduct themselves in a respectful manner. If there are problems that you feel need to be arbitrated, bring them to the attention of the Faire management through the Registration Booth or the Watch.

FAQ's for MERCHANTS

Q: What are the setup/teardown times for merchants?

A: Setup is 9AM-4PM Friday. Teardown is 3PM-5PM Sunday (all sites must be cleaned and cleared out NLT 5PM). Fires dowsed NLT 1PM.

Q: What is the cancellation policy?

A: Fees are non-refundable once your booth is approved. This agreement is two-sided – you not only are being provided a space, you are expected to occupy it. No-shows will not be approved to participate in future Faires.

Q: How should merchants dress?

A: You are expected to make a good faith effort at period attire while manning the booth – this is a period event.

Q: What do I get with my space?

A: You get an empty space to set up in. Any questions about appropriateness should be raised before the event.

Q: Is electricity available for merchants?

A: It is very limited and only in one specific area. A basic service (20amp) is available at a cost of \$40 for the weekend to the first three approved booths requesting it. Extension cords must be provided by the merchant - no smaller than 10 gauge, three wire grounded cables (water resistant/outdoor heavy duty cords => 20 amp rating). Cable runs must be approved by Faire. Merchants are not allowed to use generators at their booths.

Q: Are event-related advertising opportunities available for merchants?

A: Yes. A map will be provided to all attendees. This map has limited areas on the perimeter for business-card sized ads. For more information, contact webmaster@harvestfaire.org by 9/10.

Q: Are there restrictions on goods sold by merchants?

A: Yes. No balloons, confetti, or snap-n-pops are allowed to be used or sold. No obscene or family-inappropriate materials will be allowed for sale at the event. No illegal materials are to be sold. A substantial change in the goods sold from those stated on your merchant registration is not allowed without discussion – the number of people selling the same merchandise is restricted. Non-food merchants may not sell food or beverages. No vending will be allowed from the camping areas.

Q: How is merchant trash to be handled?

A: Dumpsters are provided and merchants are responsible for their own refuse. All merchant areas are to be kept clean of trash or refuse on a regular basis and each area must be thoroughly cleaned prior to departure. All refuse must be placed in the dumpsters provided.

Q: Does the Faire business license or insurance cover my goods or services?

A: The Faire only procures the overall itinerant merchant permit. Each merchant must have any additional licensing if required and must also have their own insurance. Merchants must waive all claims against Harvest Faire and Endview Plantation and their agents for all risk of injury, damage, or loss to you, your agents, your property and any participants. The Faire is not liable for any action of the participants or their staff or for any damage to or loss of any property belonging to Merchants or their staff before, during or after the event, either on or away from the event site.

Q: Can we use the Harvest Faire logo in promotion our appearance at the event?

A: All use of the logo for the event must be approved beforehand by the Administration.

Q: Are there other restrictions on behavior for merchants?

A: Yes. Merchants are expected to adhere to a “good neighbor” policy and cooperate with adjacent participants. This includes limiting the noise generated by your booth, control of any gathering crowds, and control of under-aged family members. No rude or abusive behavior is permitted with other participants or attendees.

Q: Is there merchant parking?

A: Merchants will park in the participant parking area, adjacent to the event field. .

Harvest Faire 2011

P.O. Box 2069, Newport News, VA 23609

Harvest Faire 2011 Food Merchant Agreement

Business Name: _____ Proprietor Name: _____

Booth Name: _____ TAX ID #: _____

Additional Assistant (one attends free): _____

Business Address: _____
Street City State ZIP

Primary/Secondary Phone: _____/_____

Email address of responsible party: _____

Faire foods to be provided: _____
_____ (Proposed menu can be attached)

Description of Booth/Layout: _____

_____ Single Booth (10x10 area) - \$75 Card Type: V/M Name: _____

_____ Double Booth (10x20 area) - \$110 Number: _____

+ _____ Electricity, limited - \$40 Exp.: ____/____ Security Number: _____

Booth fees are non-refundable once you are accepted. Make check out to: **Harvest Faire.**

You can scan and email the form with credit card payment to amy@harvestfaire.org

Harvest Faire reserves the right to deny the sale of any product or services, not limited to but including products which are deemed to be offensive or dangerous in any way. All products and services must be acceptable in a "family friendly" atmosphere. Harvest Faire also reserves the right to deny vending rights to any persons or merchant for any reason, at any time, and also to expel these persons from the grounds for any reason, at any time, without refund.

Complete registrations for food merchants should be submitted by August 1, 2011 but will be filled on a first come/first good menu basis. Registration fees will be returned immediately to those who are not selected. Fees include reserved merchant space, admission to the Harvest Faire and camping for the weekend for the primary owner and one assistant. Individual merchants are responsible for complying with all federal, state and municipal laws and/or applicable licensing laws.

All merchant booth materials and any other needed items are the sole responsibility of the merchant. Harvest Faire assumes no responsibility for any theft, loss, damage or injury to persons inside or outside of merchant areas, anywhere on the faire grounds or traveling to and from the faire grounds. All merchants are responsible for any damages done to the grounds by their equipment, booths and/or vehicles.

Waiver

I, and the attendees that I am responsible for, understand and agree to be bound by the general and merchant FAQ rules set for Harvest Faire 2011. I accept that the Faire grounds, Faire activities and Faire competition events are not without risk and hereby release the members, volunteer and staff of Harvest Faire, as well as Endview Plantation, from any and all liability associated with the activities being conducted during the Harvest Faire event. This includes any damages or injuries sustained due to natural hazards present at the Plantation site.

Signature: _____ Date: _____