

# Harvest Faire 2017

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

Greetings, Merchants!

Preparations are under way for the 2017 Harvest Faire (the 23rd annual!) and we are setting up merchant space. The event is held at Endview Plantation (362 Yorktown Rd) in Newport News, Virginia from October 6-8. 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 feel as strongly about the future of the Faire as we do.

We place priority on high quality items, preferably produced by the merchant. Merchandize, booth and attendants should be period themed in appearance. Items that are period inspired, use period techniques, or otherwise connect to the spirit of the Faire are what we are looking for. We do try not to have too many merchants with similar stock, so please do respond quickly if you would like to participate.

Prime locations are allocated by number of years participating in the Faire and additional time and effort spent assisting the Faire.

Additional enclosures in this packet are:

Event Rules and Regulations as FAQ (amended in the Merchant Rules)

The Merchant Registration/Agreement Form and additional Merchant Rules

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 can be mailed.

Please note that all merchants are responsible for their own licenses and permits, as applicable. Harvest Faire does procure a city "itinerant merchant license" so you do not need to procure a separate one for your booth at the event.

For additional information, special circumstances, or other matters that require direct contact, please email us at [merchants@harvestfaire.org](mailto:merchants@harvestfaire.org) or call 757-358-5412 prior to October 1st.

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

Sincerely,

Harvest Faire

(Please note: this event is produced by Harvest Faire, not Endview Plantation, and all related communication should be conducted with Harvest Faire.)

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## Harvest Faire Non-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: \_\_\_\_\_

Describe/list merchandise or service: \_\_\_\_\_

Description of Booth/Layout: \_\_\_\_\_

\_\_\_\_ Single Booth (10x10 area) - \$100      \_\_\_\_ Double Booth (10x20 area) - \$125

+ \_\_\_\_ Electricity, limited areas- \$40

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

For credit card payment, use paypal to send to the 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. Products and services should 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.

Registrations for merchant space will be assigned on an evaluation-and-time basis. Registration fees are non-refundable and due in full with your completed registration form before we run out of spots. Registrations received without payment will not be accepted. 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 rules set for Harvest Faire 2017. 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: \_\_\_\_\_

## **Harvest Faire Rules and Policies - 2017**

To remain in compliance with the rules and policies of Endview Plantation and Harvest Faire, we require that all Attendees, Staff, Re-enactors, Performers and Merchants adhere to the rules stated below, with exceptions specific participant classes listed at the end. Staff are not always available to discuss deviations, so always be ready to comply with the rules as written. Harvest Faire reserves the right to expel individuals without refund at any time and for any reason. Harvest Faire is intended to be a safe, fun environment for all attendees.

Hours: Friday 5pm to 9pm, Saturday 9am to 9pm, Sunday 9am to 3pm. Only pre-registered campers, Merchants, Performers, Reenactors and Staff may stay overnight. There is a noise curfew from 10PM to 8AM. Faire & Plantation Admin. have final authority. Harvest Faire is a period event featuring tent camping: generators and other noise-generating equipment are only allowed in very limited areas and must be approved before the October 1.

Rain Policy: The Faire will be held as indicated, rain or shine. Rain is not considered termination of agreements.

Entry Fee: Performers, Merchants, Reenactors and Staff are given free entry/camping in exchange for their work. But this is a charity fundraiser, so regular attendees pay admission. Registration wristbands must be visible at all times and are non-transferrable. 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. Servers recheck age and ID at their discretion.

Re-entry: 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 – it must be your band and it must still be attached and unbroken.

Children: Children (under 18 or otherwise dependent) must be supervised by their parent or guardian at all times. The Faire does not provide daycare or babysitting. Parent/guardian is responsible for the safety of the minor at all times and any damage they cause.

Parking: Parking is free and located in the field between the event entrance and the road. No parking is permitted on the event field. No one is allowed to park in a manner that blocks flow of traffic or people. Proper parking of vehicles is entirely the vehicle-owner's responsibility and violators will be towed at the owner's expense. RV parking is covered under camping rules. Playing of music or sound from vehicles in hearing of others is prohibited unless approved by Seneschal for performance purposes. Limited handicapped parking is available on the field near the entrance and in the marked area of non-period camping for those with disabilities – must have proper vehicle identification. No other vehicles are not allowed to park in the camping area except for First Aid designated by Faire Administration.

Accessibility: The Faire is an outdoor event held in a natural setting. Handicapped parking/drop-off is available outside the entrance. Most of the site is level, but it is primarily a large grassy field and the grass may be long. Accessible porta-potties are provided at the main restroom locations.

Restrooms/Amenities: Portable toilets with hand-washing stations are provided at the event. No public showers or bathing facilities are provided. The site has no public phones. Limited hose bibb access is available for water on site but not to individual sites other than to food merchant. There is only limited power and it is reserved for operations and merchants who have paid to use it. Merchants cannot "sub" electrical connections to others.

Food and Drink: Attendees are not allowed to bring outside food and drink. There is a food stand that typically remains operational from opening until late evening. Exceptions made for participants (staff, merchants, re-enactors, entertainers) are mentioned in their specific areas.

Alcoholic Beverages: Wine and beer are sold at the event for consumption on the main field. BYOB is not permitted. Public intoxication or disorderly conduct will be grounds for dismissal from the event - without refund. Underage drinking will not be tolerated. The use and distribution of any illegal substances is not allowed.

**Weapons:** 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. Spears and lances are not permitted outside the re-enactment areas. Only on-duty park rangers are allowed to wear firearms.

**Seating:** There is no assigned seating at the event. Some tables, chairs and hay bales are provided as a courtesy, but we encourage attendees to provide their own chairs to assure ample seating. Please mark your chairs with your name for ease of identification.

**Photographs:** Daytime photography is allowed, however only photographers registered with the event are allowed to use flash in the performance areas at night.

**Pets:** Well-behaved, well-controlled pets are welcome. They must be restrained via leash or carrier and owners are responsible for cleaning up after them promptly. 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.

**Security:** Harvest Faire Watch provides 24-hour safety patrols. “Watch” members will be wearing name badges, vests or armbands for ease of identification. However, attendees and participants are still responsible for securing their property, campsites and cars. All vehicles should be kept locked. Neither Harvest Faire nor Endview Plantation will assume liability for lost or missing articles or merchandise under any circumstances.

**Smoking:** Smoking is not allowed in crowds, lines, under the tents or on the stages. Butts must be extinguished and disposed of in sand buckets or carried by the smoker. Ground-tossing is NEVER permitted.

**Behavior:** Loud, rude and lewd behavior is 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 via Registration or the Watch.

**Accommodations:** Harvest Faire does have on-site camping for pre-registered guests (paying), staff, re-enactors, merchants and entertainers. There are also hotels in the area and alternate camp sites further west on the Peninsula or down Jefferson at Newport News Park. Harvest Faire does not pay for accommodation in other locations.

**Lost and Found:** All misplaced items are to be turned over to staff at the Registration Booth or the Tavern. Lost and Found 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 [amy@harvestfaire.org](mailto:amy@harvestfaire.org). The cost for mailing or retrieving the item may have to be paid by the claimant. Lost & Found items are typically posted on the Harvest Faire Facebook page within 1 or 2 weeks after the event. You may also reply to the posting to ask about anything you are still missing.

**Legal Action:** All legal determinations related to Harvest Faire will be resolved in Newport News courts or the Federal Court nearest to Newport News.

**Camping:** No one is allowed in event areas, including camping, unless they have been registered for the event. Attendees are not allowed to have guests who are not registered properly and have paid their entry fees as applicable. Camping is for pre-registered attendees or participants only. Camping will be allowed in designated areas only. Tents need to be formed up closely within a camping area. There is a charge of \$30 for each tent that is up to 10x15 and houses a maximum of 6 people. (Over 10x15 make inquiries to [info@harvestfaire.org](mailto:info@harvestfaire.org)). There is a per-person camping fee of \$15 for each of up to 5 additional people in the tent. Camping does require some form of tent. Non-period tents must be placed in the non-period camping area and may not be on the main field. No kerosene heaters or fuel stoves can be used inside tents. Stakes, lines and other gear must be kept within your designated site, flag thin/translucent lines. Allow for some privacy of other campsites when setting up your tents.

Check in for camping begins at 3pm on Friday and registration is required before camping sites can be claimed. Camping Marshall must approve all camping layouts before stakes are placed. Absolutely no camping inside the tree-line will be permitted. Move-in between 11pm and 8am must be done in a way that will not disturb other campers. Departure from the camping area 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 [info@harvestfaire.org](mailto:info@harvestfaire.org).

After unloading, move vehicles to the main parking area out front. Cars are not allowed in the camping area aside from limited Handicapped parking and one medical vehicle designated by Harvest Faire Admin, violators will be towed at vehicle owner's expense.

Trash is to be kept contained and, before departure, all trash must be placed in closed bags inside the dumpsters out front.

Guests: Until 9pm you may allow REGISTERED attendees and participants to visit you at your site, but after 9pm, all non-campers must leave the plantation.

RVs/Campers: Harvest Faire is a period and primitive camping event. RVs must be parked in places indicated by Faire Administration only. There are no hook-ups and no dumping at the Plantation.

Campfires: Campfires are allowed in containers only (grill, hibachi, pots – with sides and bottom) in the non-period tent area. Re-enactment groups are allowed to obtain permission for and arrange supervised digging of pit fires. All fires must have fire extinguishers at-hand. Fires may not be left unattended – not for any reason or for any amount of time. Someone has to be physically sitting at the fire and watching it. It is the responsibility of each party to completely extinguish all fires. Coals must be disposed of in marked containers only. Charred logs may be deposited beside the dumpsters – not in the coal bin.

## **Fire Circle Rules**

These apply in addition to all Faire Rules

1. No glass containers at the fire circle
2. Leave room for drummers and dancers.
3. Fire Circle at Harvest Faire is an open circle – do not interfere with dancers.
4. No trash is to be put in the fire.
5. No risky behavior with the fire.
6. Only the Fire Keeper and their Crew are allowed to feed the fire.
7. Drum Leader sets the pace.
8. Anyone appearing to be intoxicated will be removed from the area.
9. No standing/warming in the dance zone – keep moving or step back out.
10. Water is available for drummers and dancers, do not become dehydrated.

## **Additional Merchant Rules and Information**

Setup/Takedown: Setup is 8AM-4PM Friday. Teardown is 3PM-5PM Sunday (all sites must be cleaned and cleared out NLT 5PM). Fires dowsed NLT 1PM. Food Merchant cooking oil can be left overnight to cool if you return to collect it the next day.

Cancellation policy: 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 may not be approved to participate in future Faires.

Dress Code: You are expected to make a good faith effort at period attire (Medieval, Renaissance or Pirate) while manning the booth: this is a period event.

Space: You get just an empty space to set up. Your booth must be period tent or commercial canopy decorated in period style. Any questions about appropriateness should be raised before the event. Faire does not provide or rent tables or chairs.

Access to Electricity: Electricity 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 four approved booths requesting it. Extension cords must be provided by the merchant - no smaller than 10 gauge, three-wire grounded 50' 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 – any exceptions should be requested in specific terms when you apply to attend.

Advertising Opportunities: 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 [merchants@harvestfaire.org](mailto:merchants@harvestfaire.org) by September 15.

Merchant Parking: Merchants will park in the main parking area, which is adjacent to the event field. .

Restrictions on goods sold: You should be selling what you put down on the application. 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 before the event – the number of people selling the same merchandise as their primary offering is restricted. Non-food merchants may not sell food or beverages. No vending will be allowed from the camping areas except that the Camping Marshall may sell firewood.

Trash: Dumpsters are provided and merchants are responsible to take their own refuse to the dumpster. 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 - do not use the Faire trash bins.

Insurance: 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. You are also required to indemnify and hold the Faire and Endview harmless from any claims resulting from your services or products. 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.

Merchant Behavior: 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.