

Harvest Faire 2017

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

Greetings!

Permit us to take this time to thank you for your past association with Harvest Faire and notify you of the upcoming Harvest Faire 2017, taking place at Endview Plantation (362 Yortown 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 both those attending and those participating. We hope you will continue to feel as strongly about the future of the Faire as we do.

The Faire is working towards increasing the level of education and entertainment presented to the general public and creating a constantly improving period feel. Having period dress, encampment, combat and workmanship represented is important to a quality Faire. We are devoted to an arrangement that makes Harvest Faire an event that provides unique enjoyment and utility, making it an important part of your yearly activity schedule.

We do encourage each encampment to provide craft and workmanship demonstrations, sell related materials, provide children's crafts for fee or free if desired, and provide games for fee or free if desired. We may have some children's crafts at Revels and will have some games for entertainment, but additional games are always of interest and anything to amuse children is a great idea. We also encourage recruitment of attendees into your ranks at the event!

Re-enactors are expected to wear period attire and present period camping and displays while attending the event. A wide time-range from 1000AD-1650AD is acceptable. Please keep at least one or two people in the encampment at all times both for attendee questions and for security purposes.

Our goal is to provide continuous activity at the Field of Honors, so we would ask each re-enactment group to attempt to provide 4 to 6 activities from 15-30 minutes in length each day. These can be combat demonstrations, larger craft demonstrations, courtly dance, or game demonstrations. We do expect each group to have their own insurance to the extent their activities provide any hazard to either the participants, facilities or the public. The Faire's insurance is not a blanket coverage for participating groups. A copy of the current certificate of insurance from your parent organization or your chapter is needed.

Rivalries are encouraged, even fabricated ones. "Grudge Matches" can be scheduled and can be given extra promotion by the street characters, staff and public addresses at the Main Pavilion. Use of the entire Faire ground to have some pre-combat "smack-talk" is encouraged (but restrict drawn weapons to the Field of Honors.) Any public displays can be discussed with the Coordinator/Regent and placed on the published or non-published schedule.

Those participating as re-enactors or entertainers are assumed to give consent for their image to be used in promoting the event and on the web site. If someone is really sensitive about being photographed, they should maybe stay home. Of course you can charge or ask for tips to allow attendees to be photographed with you – just expect that a photo of you may end up in the Faire website – we would not use you in poster art without permission, but you could be background in film of the event: we do need to show people the event. Individuals who are currently banned from the event are not eligible to attend.

We will have an area off the service entrance near the barn for some trailer/truck parking. We will not have endless discussions about parking, though: the field itself will be kept clear of cars. Please smoke and use cell phones away from the encampment. Keep weapons that are not part of a current demonstration or display peace bound or otherwise secured. Minors not attending with a parent or guardian will need to have a signed consent form from their parent or guardian in order to attend the Faire – the consent form is available on the website. Please have your camp looking open and alert by 9am Saturday and Sunday.

Gates open at 5pm on Friday and we realize setup may be partial at that time, but we need all major tents and displays to remain up through the day on Saturday and to not be struck until close of the event at 3pm Sunday. We know people get very antsy if attendance is slow on Sunday afternoon, but no one who has paid to enter the event has come just to watch people packing up. No matter how quiet it gets, please do not ask about leaving early, do not listen to rumors of early closing, do not imagine every announcement means the event is closing early, do not start walking boxes out or trying to bring trucks in – wait until the event actually ends – the field clears very quickly once we close, trust us.

Fire Pits: Please note that Endview Plantation is a historic site and pits dug on the main field need to be overseen by the city archaeologist. To that end, the archaeologist is usually present on Thursday, so knowing where in your encampment you want a pit and in what dimensions will allow us to get it dug during that time period or you can send someone to do the work to your standards. Anything found in the ground or any excavated/disturbed earth is property of Endview Plantation and must be handed over to them along with precise information on where it came from on the site. If something is found, please stop and allow Endview staff to respond. Only re-enactment groups may have fire pits, personnel in the non-period camping area in the back are not allowed to disturb the soil except that they may drive stakes into the ground and they may put wood ash into groundhog holes on the field in order to help fill them.

Additional enclosures in this packet are:

Event Rules and Regulations, *exceptions are noted in Re-enactors Rules*

The Re-enactment Application/Agreement Form and Rules

Procedures:

- Review all Rules and Regulations in FAQ's prior to registration.
- Completely fill out the Application/Agreement Form and have an authorized agent sign and date.
- Forms can be mailed by October 1st or a scan emailed to amy@harvestfaire.org.
- One 30'x30' field of honors and one common "regulation" archery range will be set up.
- By October 3, we will ask each encampment to submit a gate list of their members who may be attending as well as verifying a general idea of the dimensions needed for their encampment and the number of people expected to attend from their group. This will allow for last-minute lay-out adjustments as well as providing the list to admit your members to the event at no charge.

And the human sacrifice: look under Site Assistance on the form for details. It really helps us a lot. Thank you so much.

For any additional information, special circumstances, or other matters that require direct contact, email Amy at: amy@harvestfaire.org or call 757-358-5412 BEFORE October 1st.

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

Sincerely,

Amy B. Reineri
Regent of Harvest Faire

Harvest Faire 2017

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

Harvest Faire Re-enactors Encampment Registration

Encampment Group: _____ Organization: _____

Contact Legal name: _____ Period Name: _____

Business Address: _____
Street City State ZIP

Primary/Secondary Phone: _____ / _____

Email: _____ Website: _____

Needs: _____

Number of members expected: _____

Amount and type of space needed: _____

Games to be offered: _____

Crafts to be taught: _____

Items to be sold: _____

Digital photo and description of group is needed for site – please email to info@harvestfaire.org

Site assistance: so many tents/so little time. We need each encampment to provide one person for two hours after the event closes so that we can get the event tents off the field in the time allotted. You will have to designate your volunteer(s) at the time you submit your gatelist. You can change who will be serving before the event closes, but we do require at least one person for at least two hours. They will report to the registration area at 3pm.

The event appreciates any recommendations you may have for merchants and/or entertainers.

Selection for encampments will be based on legacy and referral. Encampment location will be informed by Faire involvement and size of group attending.

Harvest Faire assumes no responsibility for any theft, loss, damage or injury to persons inside or outside of encampment areas, anywhere on the faire grounds or traveling to and from the faire grounds. All re-enactors are responsible for any damages done to the grounds or attendees or participants by their equipment, activities and/or vehicles.

Waiver

I, and the attendees that I am responsible for, understand and agree to be bound by the Faire FAQ 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 and the City of Newport News, 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 Endview Plantation. I further will be responsible for making my members aware of the rules of the event presented in the FAQ and verify their consent to hold Harvest Faire and Endview Plantation and their staff harmless in the case of loss or injury.

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 now 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. 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). 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.

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 Re-enactor Rules and Information

Outside Food and Drink: Only approved merchants can sell food and drink, but re-enactors may bring in outside food and beverages for their personal consumption.

Fires for the Encampment: Each encampment is allowed to have a dug fire pit, which must include proper de-sodding and re-sodding with complete refill and compaction: all the dirt must make it back into the hole. All fires must have fire extinguishers at-hand. Coals must be cold and disposed of in marked containers, charred logs must be placed beside (not inside) the dumpsters. Fire pits must be approved and their construction observed by Endview's archaeologist, contact amy@harvestfaire.org to coordinate.

Members camping in non-period tents will have to be in the non-period camping area and follow their rules.

Setup/Takedown: Setup is 8AM-9PM Friday. Teardown is 3PM-5PM Sunday (all sites must be cleaned and cleared out NLT 5PM). Fires dowsed NLT 1PM. If some items need to be removed during the event, remove them before/after event hours.

Space provided: You get an empty space to set up in. Only period or approved vinyl shelters may be used.

Restrictions on Goods Sold: 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. If sale of goods becomes as substantial as the merchant booths, a merchant booth fee will be required. Food can only be sold by the Faire's designated Food Merchants and is subject to Health Department Itinerant Food Merchant Licensing and Inspection.

Trash: Dumpsters are provided and encampments are responsible for putting their own refuse in the dumpster. Encampment 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 inside the dumpsters provided – do not use Faire bins. NO smashing of coconuts – the shells are sharp and the flesh putrifies and attracts insects.

Insurance: The Faire only gets insurance to cover the audience. Participants in your encampment need to be covered by their own insurance. Participants must waive all claims against Harvest Faire and Endview Plantation and their employees, assignees and 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 re-enactment groups before, during or after the event, either on or away from the event site.

Logo: Use of the logo must be approved beforehand by the Regent/Coordinator, but we are open to it.

Participant Behavior: Participants are expected to adhere to a "good neighbor" policy and cooperate with adjacent participants. This includes control of any gathering crowds and control of under-aged family members. No rude or abusive behavior is permitted with other participants or attendees. The encampment/booth should be open and operational during Faire daylight hours.

Participant Parking: After unloading on Friday, vehicles may be placed in the closest available spots in the parking area, aside from the Handicapped areas and egress lanes. The parking area is very close to the field.

Other People's Children: Parents are responsible for their children and cannot leave them in your area or let them free-range into your area and stay unsupervised for long periods. If children seem to be using your area as childcare, you may ask the child to return to their parent/advise the parent that they should move along so that you can direct your attention to other people visiting your area. This is not an excuse to be rude, but we have at times had a problem with "childcare by abandonment" in our re-enactment areas. You do not need to accept this and children whose parents are not present can be identified to The Watch, who will handle finding the parent. If a child shows up without their parent, you should ask them to go back to their parent and bring their parent with them when they return. This also reduces lost child alarms. If someone asks permission to leave their child in your area "for a while" it is best to simply cite the event rules that children remain with their parent/guardian at all times.