

# **Harvest Faire Rules and Policies - 2018**

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 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 and Dependent Adults: Children (under 18) and Dependent Adults must be supervised by their parent, caretaker or guardian at all times. The Faire does not provide daycare, adult daycare or babysitting. Parent/guardian/caretaker is responsible for the safety of the child/dependent adult at all times, must remain in their immediate area and is responsible for any damage they cause. If missing parent/guardian/caretaker cannot be contacted or cannot resume care for them promptly, the child/dependent adult will be turned over to the police. Do not leave your child or dependent adult on their own.

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. .

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. Handicapped parking is provided in ratios required for the amount of vehicles the event normally has each day.

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 rules.

Alcoholic Beverages: Mead, 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 within 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. Harvest Faire, Endview Plantation and the City of Newport News will not 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 real 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 or have not 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 Sunday. If you want to arrange a larger camping area for a pre-registered group, contact [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 at the sign – 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 Entertainer Rules and Information**

Arrival/Departure: Entertainers are allowed to use the “drop-off area” in front of registration and may use the restricted entrance if large props/equipment are required. Driving in through registration is not allowed.

Vending: Vending for entertainers means selling your related CD's, DVD's and/or, T-shirts at the stage side after or during the performance. You may also invite people to sign up for your email list and take it to the dining area after the performance.

Other Rules are as stated in the invitation letter and the Event Rules.

## **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. Do not wear printed T-shirts, jeans, etc.

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.

## **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](mailto: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.

**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, Endview Plantation, the City of Newport News 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/advice 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.