
DEVONSHIRE RENAISSANCE FAIRE 2005

FOOD VENDOR GUIDELINES

THE FAIRE

The Devonshire Renaissance Faire is entering its 23rd year. Sponsored and operated by the Devonshire Renaissance Faire Productions. All fees and ticket sales go to the continued running of the Event. The Faire is a 16th century Elizabethan Renaissance Marketplace. The Committee strives to provide the public the most authentic show possible. All Artisans, Crafters, Entertainers, Guilds, Vendors and Volunteers are expected to provide the illusion of a period marketplace through the use of costumes, booth displays, decorations, signs, props, and language.

DATES, LOCATION, AND TIMES

1. The Faire is scheduled for **Saturday November 19th and Sunday November 20th, 2005.**
2. The Faire opens at 10:00 am and closes at 5:00 pm both days.
3. Vendor setup is scheduled for 1 p.m. Friday November 18, 2005.
4. The Faire site is located at **Los Olivos Park 2802 E Devonshire, Phoenix AZ 85016.** The site is close to SR 51 and Interstate 10. There are hotels, restaurants, and grocery stores close by. Downtown Phoenix is ten minutes away. More information will be provided upon request.

REGISTRATION AND FEES

1. Completion of enclosed application is required for registration. Completion of application does not guarantee acceptance into the Faire. Cashing of registration fee does not guarantee acceptance into the Faire. If acceptance is denied the original check or a refund check along with a rejection letter will be sent to applicant.
2. The Application deadline is November 1, 2005. Any applications received after this date will be assessed a \$25.00 late fee. No application will be accepted after November 12, 2005.
3. There will be **NO WALK-ON VENDORS.** All vendors must submit an application and have it approved by the Faire Committee.
4. It is the responsibility of applicant to obtain all licenses and permits (see license section of guidelines.)
5. Booth fees are \$175.00 for each 10 x 10 space purchased Booth spaces are 10 x 10 perimeter, this includes lead poles and guide wires. If additional space is needed, be sure to note it on application. **A \$15.00 per foot charge may be added to fees.** The fees for space requirements larger than the equivalent of 10 x 40 may be negotiated with the Faire Committee.
6. Each 10 x 10 space includes 4 participant passes. Additional or replacement passes may be purchased for \$5.00.
7. Booth spaces are 10 x 10 perimeter, this includes lead poles and guy wires. If additional space is needed, be sure to note it on application. **A \$15.00 per foot charge may be added to fees.**
8. Generator rental is \$100.00. Generator use is limited and is on a first come, first serve basis.
9. Make checks payable to:
Devonshire Renaissance Faire Productions
1123 E. 9th Dr.
Mesa, AZ 85204
10. There is a \$25.00 NSF Fee on all returned checks.
11. **The Devonshire Committee has exclusive rights to sell all beverages.**
12. The Devonshire Renaissance Faire is a rain or shine event. If both days of the Faire are canceled due to inclement weather, terrorist activity, etc. 1/2 of application fee will be refunded.
13. The applicant may request a 100% refund up to October 1, 2005 and a 50% refund up to, November 1, 2005. No refund will be issued after November 10, 2005.

BOOTH AND COSTUMING REQUIREMENTS

1. All booths must have a 16th century Elizabethan Renaissance flavor.
 2. All plastics, aluminum, and metal **MUST** be hidden from sight including modern tables and chairs.
 3. Vendors must display period appropriate signage clearly identifying food items and prices. **NO PLASTIC SIGNS**
 4. Vendors are responsible for their booth setup, tear down, and needs (i.e. chairs and tables) and all trash clean up of their booth space.
 5. There are booth spaces in the sun. Be prepared to provide your own shade.
 6. **NO TV's, radios or amplified music** will be allowed in booths.
 7. If electricity is needed, please indicate it on your application. All Vendors needing electricity will be placed along the perimeter of the Faire. The Faire has a limited number of generators available for use by Vendors at an additional charge. Vendors may bring their own electrical source, and water hose.
 8. **NEW Vendors MUST** include a photograph of booth display and setup with application. All returning vendors need to provide a photograph of any **NEW** or **ALTERED** booths.
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9. Booth must be staffed at all times during the Faire.
 10. All pertinent fire codes, laws, ordinances, and regulations pertaining to health, fire prevention and public safety shall be strictly observed. The Devonshire Renaissance Faire Committee and the City of Phoenix will not be liable in any manner if a Department of Health inspector closes a booth that does not comply with regulations. Vendors closed by an inspector will not receive a refund.
 11. **VENDORS MUST FURNISH FIRE EXTINGUISHERS THAT MEET FIRE DEPARTMENT REGULATIONS.**
 12. All booth personnel are required to be in appropriate Renaissance/Elizabethan costume during the hours of the Faire. 10:00 am – 5:00 pm Saturday and Sunday.
 13. The decision of the Devonshire Renaissance Faire Committee is Final in all Matters.

**FAILURE TO COMPLY WITH BOOTH AND COSTUME REQUIREMENTS WILL RESULT IN
CANCELLATION OF FAIRE PARTICIPATION WITH NO REFUND**

SET-UP AND TEARDOWN

1. Set-up may begin as early as 12:00 pm on Friday, November 18, 2005 (Rain or shine.) and must be completed no later than 8:30 am on Saturday, November 19, 2005. Please do not come earlier as the Faire Committee will be setting up the construction of the Faire.
2. Vendors must check in at information booth before setting up on Friday or Saturday mornings in order to receive your booth space, set-up instructions, and participant passes.
3. Vendors agree that once booth space has been assigned, NO changes will be permitted without the consent of the Committee. No Exceptions!
4. *****Vendors arriving late and unprepared to open on time will not be permitted to sell and will receive no refund. The will be no exceptions!*****
5. Vehicles are allowed onsite for loading and unloading purposes only and must be off the site by 8:30 am on Saturday and Sunday. Vehicles will be allowed on the site at 5:30 pm after Faire closes and has been cleared of all guests.
6. There will be security Friday, Saturday, and Sunday nights and you may leave your booth, but please remove all items of value. **The Devonshire Renaissance Faire Committee, agents, employees, volunteers, and the City of Phoenix are not responsible the any loss or theft during the run of the Faire or set-up/tear down.**
7. Vendors must check in, at participant gate, by 8:00 am both Saturday and Sunday in order to drive on to site. Arriving after 8:00 am will require any unloading to be done from the participant parking area.
8. Vendors must remain open during the scheduled hours of the Faire.
9. Tear down will begin after close of Faire on Sunday after 5:15 pm. Tear down must be complete by 12 pm November 21, 2005.

GARBAGE

Vendors are responsible for keeping the area inside and outside of their assigned space clean. If you are using grease, you must dispose of it in sealed containers. Any unapproved dumping will result in a clean up charge equal to time and materials, and vendors will be excluded from future events.

ELECTRICITY

All electrical applications, cords, plugs and adapters must be of sound quality and provided by the vendor. If faulty equipment is found, the vendor will be required to discontinue operations until the problem is corrected. You must sign-up for any extra power needs on the initial application. If we do not receive proper information, no guarantee can be made that electric power can be provided.

CAMPING

1. Camping will be allowed on Friday and Saturday, in booth only.
2. Security will be on site **Friday, Saturday and Sunday nights.**
3. There are no showers on site; however, park restrooms will be open 24 hours.
4. You will need lanterns, as there are no lights in the park after 10:00 p.m.
5. No open fires. Grills or camp stoves are permitted.

PARKING

Vehicles must have proper "unloading" pass to enter grounds for set up. Included in vendor package. The East Side of the park is designated for all participant parking. All participants, vendors, actors, SCA members, volunteers and others involved are asked to please park in this designated area. As parking space is limited for guests, we ask that all involved do not use the L.O.S.C.A. parking lot or city streets during Faire hours.

CONSUMPTION OF ALCOHOL—BEER ONLY

This is a dry site. Any consumption after hours, The City of Phoenix requires a beer permit; to purchase a permit, you need to fill out the necessary paperwork from the City of Phoenix. Permit must be with you at all times. NO BEER WILL BE ALLOWED DURING FAIRE HOURS.

ARIZONA SALES TAX LICENSE INFORMATION

Arizona Sales License is required for selling merchandise in the State of Arizona. Staff of the Arizona State Department of Revenue have been known to appear and request proof of resale number. **It is your responsibility to acquire the needed license and permits and have it with you on-site at the Faire. The Devonshire Faire is not responsible for your personal sales license. Fees for booth participation do not include a sales tax license.

For information—Arizona Department of Revenue (480) 545-3500 or (602) 542-4576
Online information www.aztaxes.gov

PETS

No pets allowed by participants, except as approved by the Committee for entertainment purposes. Because this Faire is held in a Phoenix city park Guests to the faire may bring in pets.

ADVERTISING

This year we are offering the opportunity to participate and advertise in the program to local businesses and establishments. We are also offering Vendors, Guilds and Entertainment the opportunity to advertise their business in the program. If you would like to submit an ad as a sponsor in the program, you can find information on the costs in the Faire Ads 2005.pdf file. We recommend a business card, coupon, and personal ad. If you will be participating in the program please submit your information before November 1, 2005

INSURANCE

The Devonshire Renaissance Faire Committee requires a Certificate of Insurance for all vendors selling food. All commercial food vendors are required to provide an insurance certificate as indicated below. A commercial vendor is anyone for which even one of the following is true: 1) you make a living as a food vendor, 2) you work as a food vendor more than three times a year. 3) You sell products from an established restaurant or commercial catering business. 4) You have a business license on file with the state. The following are the necessary requirements for obtaining a Certificate of Insurance.

1. The Devonshire Renaissance Faire Committee Inc. is to be named as BOTH “Additional Insured” and “Certificate Holder”
2. One million dollars in General Liability is required.
3. Certificate of Insurance MUST be sent to the Vendor Coordinator at the time your application is returned. A faxed copy is temporarily acceptable but a hard copy MUST be on file before the event takes place, or you will not be able to participate.

Please communicate clearly these instructions to the Insurance Company:

In the “Description box should be: The Devonshire Renaissance Faire Committee Inc., its officers, employees, and agents are added as additional insured. Insurer agrees to waive subrogation for occurrences during the period of November 19, 2005 through November 21, 2005 at Los Olivos Park.

In the “Certificate Holder” box should be:

Devonshire Renaissance Faire Committee Inc
2802 E. Devonshire, Phoenix AZ. 85016 (event location)
480-833-2112

Certificates of Insurance will be retained in our files for a period of one year from the date of the event.

If you have any questions please call Lauri Alexander at: (480) 833-2112.

Devonshire Renaissance Faire

November 19th & 20th 2005
23rd Year Program

Thank you for your interest in advertising in the Devonshire Renaissance Faire's 23rd Anniversary program. The following are the prices for advertising. (Space is based on a first come first serve basis.)

\$25 for a Business Card size

\$50 for a half page

\$75 for a full page

\$25 for a banner ad on Devonshire Faire Website w/link runs for 1 year.

On the attached sheet, please provide us a scan able image/ business card, or the artwork that you would like to have included in your ad. Please provide any information, logos, coupons, hours of operation etc. as well. Set up fee of 25.00 for ad if you do not have camera-ready work. Please make checks payable to the Devonshire Renaissance Faire Committee Inc. If you have any questions or need any information in regards to advertising space, please contact Lauri Alexander at 480-833-2112. Thank you for your participation and we look forward to working with you for many years to come. HUZZAH!

Name of Business: _____

Type of Business: _____

Contact Name: _____

Contact Phone Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Please provide artwork or advertisement to this letter. Please mail your information to:

Devonshire Renaissance Faire
1123 E. 9th Drive,
Mesa, Arizona 85204

The deadline for turning in your information is November 1, 2005. Thank you.
