

Revised 10-18-15

****PLEASE READ** Vendor Policies and Procedures **PLEASE READ****

Products –

- We are most interested in hand-crafted products, but will consider all other items as long as they fit with the renaissance theme of our festival. We DO allow books, patterns and supplies that could be used to create period items and costumes. Any merchandise with contemporary or alternate theme whether handmade or manufactured will NOT be allowed. We strive to maintain the theme that the public expects and reserve the right to take action if these requirements are not met, action may include an exclusionary period of 1 year from future festivals. An inspection of products will be made prior to the opening of the festival. Any inappropriate products must be removed immediately.

Use of Our Logo –

- The Siouxland Renaissance Association logo may not be used on any merchandise, banners, signs or advertising except our own without the Siouxland Renaissance Association Board's approval of the use.

Booths –

- Merchants must provide their own booths. These booths can be tent-like structures, free of obvious use of plastic tarps with aesthetics geared toward the 16th century. We ask that merchants use canvas or other materials to cover aspects of their booths that appear modern.
- Trailers **MUST BE COVERED!** A facade must be made for all sides of the trailer that the public can see. For ideas contact the vendor committee.
- Each merchant must have a period-looking sign announcing their business's name that is visible to the public at or in their booth.
- Booths start at 10' X 10' with room around the outside allowed for stakes, tie-downs, etc. All booth dimensions must be clearly stated as per frontage and depth required– incorrect dimensions make on-site set-up difficult for all involved!

- Booths may not be open on all sides. But you can have 3 sides open for vending which you should indicate on your vendor application in the special considerations box so that we may better place your booth.
- Space required for vending trailers must be included on the vendor application.
- Vendor spaces will be assigned as necessary to accommodate our site plan. We will attempt to respond to special requests noted in the special considerations box on the vendor application but cannot guarantee location.
- Vendor spaces will be clearly marked out on site. The spaces marked INCLUDE your guy wire allowance. Please stay within the marked parameters to ensure cohesion with our site layout. Failure to do so may result in the vendor committee asking you to readjust your tent.
- All merchants are required to submit a picture of their booth or cart prior to final acceptance and placement on our site map.
- There is electricity available for an extra charge. See vendor application for details.
- Vendors must check in at the vendor check in before setting up their booths.
- Vendors are invited to provide a wooden street sign to be posted on a sign post, pointing the way to your booth. Street sign should be no larger than 4”wide x 24” long and handed in during vendor check-in.
- Your booth and those working in it may be photographed for publicity purposes by the Siouxland Renaissance Association for use in publicizing this or future festivals. We will try and avoid showing proprietary ideas that might be “borrowed” by others. However, your agreement to display at our festival includes an implicit agreement to our use of these photographs.
- Each vendor will be provided a limited number of vendor pins per booth, allowing your workers to enter without fee. The number of vendor pins depends on the size of your booth. If your number of workers exceeds the allotment for your size booth they will need to pay for another pin. Renting booth space does not allow an unlimited number of

free passes to the Festival. Vendor Pins must be worn by all vendor parties in order to avoid miscommunication with security detail.

Photos of Merchandise or Crafts – (New Vendors or New Products ONLY).

- Please mail or email to the vendor chair at least one photo of all types of items being sold. Or to save time and money, if you have a website with these photos on it, please let us know!
- Merchandise as represented **MUST** be adhered to.
- A complete list of products is necessary & additions may not be allowed if they have not been represented in application.
- Photos can contain more than one item per picture as long as all items are clearly identifiable.
- We may limit the number of merchants in various categories to insure variety but do not guarantee exclusivity to any merchant.

Food & Beverage Vendor –

- Food vendors will need to provide a description and/or picture of all food they intend to serve.
- Food, as with other merchandise, should fit in with the period theme & additions will not be allowed.
- Food and Safety regulations must be met.
- An exclusive sponsor will provide all water and carbonated soft drinks. Vendors may sell lemonade, apple cider or any other non-carbonated soft drink that is homemade (not bottled).

Multiple Sale Locations –

- You may apply to have more than one booth, cart, or blanket space. However, please fill out a separate application for each location and enclose a separate check. Each sale location will be considered independently. This will facilitate our selection of vendors and ease the process of returning applications and monies if one or more of your applications are selected and another is not.

Costuming –

- All merchants and any participants in your booth are required to wear period clothing based on our 16th century Renaissance theme. **No jeans, t-shirts & tennis shoes, etc!** This includes Siouxland Renaissance t-shirts!
- Cell phones, cigarettes, etc. are not allowed in visible traffic areas (there are designated behind the scene areas for such activities).
- First time vendors must include pictures of costumes for approval.
- All mythical/magical creatures are restricted to appearing in the Mythical Garden (12-2 PM both days) or to the children's realm. (The entertainment committee may make specific exceptions for hired entertainers.)

Demonstrations –

- As a nonprofit educational festival we highly encourage all merchants who can to demonstrate their craft(s). We want to highlight the educational and historical significance of the artisans and crafters to our patrons. If you choose to demonstrate your craft, we will reward your efforts with a discount coupon good towards next years vendor fee at the Siouxland Renaissance Festival. Demonstrations can be either continuous or at scheduled times but must be approved by the festival as an educational and/or historical demonstration. In order to receive this reward a 7-10 minute informative demonstration **MUST** be performed in front of a vendor committee member. If the demonstration is deemed educational and/or historical a \$25 coupon will be issued towards the next year's vendor fees. Limit of 1 coupon per vendor, per year.

Water and Ice –

- A limited amount of water will be available for vendor needs free of charge.
- Ice will be sold by the SRA for vendor use. Please estimate your needs in the space provided on the application. It will ensure we have enough water and ice for all.

Garbage –

- Large containers will be placed inside vendor areas for garbage use. Vendors are responsible for cleaning their areas and may not use patron garbage containers for booth refuse. Vendors not cleaning their area will be charged an additional \$25 fee per trash bag.

Insurance –

- Vendors are required to maintain, at their sole expense, commercial general liability insurance coverage with policy limits of at least ONE MILLION DOLLARS (\$1,000,000) on a combined single limit basis. Insurance is required. This coverage shall be primary to any other insurance coverage.
- NOTE: If you do not know where to obtain this insurance the agent who provides your current Home Owners or Renters Policy is a good place to start. You may also contact our insurance provider, Karen Jergensen via e-mail: jergenson@howaltmcdowell.com or by phone 605-274-7111 or 339-3874 or 800-584-7054.

Sales Tax –

- Vendors will need to collect South Dakota State & Minnehaha County sales tax.
- All necessary forms will be available at registration before the festival. Submitting all applicable taxes will be the sole responsibility of the vendor. Should vendor fail to do so, the state of South Dakota will forbid participation in ANY South Dakota festival or event until the matter has been rectified.

Liability Clause –

- All those attending in your employ must be registered & sign the liability waiver upon arrival before admittance.

Inclement Weather –

- The festival will go on rain or shine. No refunds will be made for inclement weather. Teardown of booths during festival hours will not be allowed unless deemed necessary by the SRA.

Miscellanea –

- Vendor pins will be issued upon check-in. These pins must be worn at all times by all employees. These pins will grant you access through the back North Gate (The South Gate IS NOT an entrance or exit). Failure to show pin upon entering North gate will incur the requirement to purchase a normal admittance ticket for admission.
- Festival hours are Saturday 10 AM to 7 PM and Sunday 10 AM to 6 PM. Vendors must have their tent open and in acceptable running condition by 10 AM on Saturday and may NOT tear down until after 6 PM on Sunday unless permission is received from a Festival Executive, Security, or Vendor Committee Chair.
- No vendor is allowed to tear down before the gates close and the closing bell sounds. If vendors are noticed doing so more than once, said vendor may not be allowed back the next year.
- Cars will be allowed on grounds only before and after site hours. Warnings from the Site Committee to remove vehicles will begin at 8:30 AM. Site Committee will remove vehicles still on site after 9 AM.
 - Vendors are encouraged to hawk their wares and interact with Festival patrons.
 - Please be considerate and courteous to all participants and volunteers.
 - Vendors represent the fair to the public and media; please conduct yourself in a professional and appropriate manner at all times. Rudeness and foul language to patrons or other participants are strictly prohibited.
 - (Most vendors have frequently demonstrated this, for which we thank you.)
 - Be aware that our Festival has no paid staff. All of our workers are volunteers.
 - Illegal drugs are prohibited on site.
 - No open flames allowed within the festival without express permission from the Siouxland Renaissance Festival.

Pets –

- Pets are acceptable, but must be licensed with current shots, registered with festival personnel and kept on leads at all times. Owners are responsible for their pet's actions and immediate clean-up of droppings.

Historical weapons –

- Historical weapons are allowed as long as festival policies and state and local laws are followed. Bladed weapons must be sheathed and peace-bound. Firearms and bows may not be “loaded” and may be carried over the shoulder. Weapon vendors may display and handle their wares within the confines of their facility provided they are properly insured and handled responsibly.
- Upon selling of a weapon the weapons vendor must securely peace-tie the weapon and ensure the customer understands our weapon policy.
- If arrows are sold, arrows must be secured by zip-tying arrows to bow.

Smoking –

- Smoking will not be allowed during festival hours unless with period pipes. Private vendor areas will be designated for smoking. Exclusion from future festivals may be incurred if inappropriate activity is continued. No smoking or vaping permitted inside the Expo per Fairground policy.

Vendor Areas/ Green rooms –

- Vendor areas behind booths and out of traffic area are for vendors (both booths & wandering vendors). Otherwise prohibited activities are allowed in these areas including smoking, cell phone use, etc. No extension of open trafficable frontage is allowed into these areas. If you wish to have frontage beyond ordinary thoroughfare you must have this clearly defined on your application for consideration.

Camping on Site –

- The Sioux Empire Fairgrounds makes camping with electric and water hookups available to vendors for a fee. Showers are available near armory building on grounds. More information on this topic can be found on the Sioux Empire Fair Association web site <http://www.siouxempirefair.com/camping>. All camping should be arranged directly with the fairgrounds and NOT with the SRA.