

Office Use Only
Received: _____
Pictures: _____
Accepted: _____



2018 GJ Renaissance Faire Vendor Application and Contract

VENDOR INFORMATION:	
Company Name:	Company Contact:
Address:	Phone:
Email Address:	Cell:
Website:	Facebook:

Submitting and application and payment does not guarantee acceptance. If the application is accepted, it will be considered a contract.

FEES:

Food Vendor - \$250 (applications submitted by 12/31/2017 - \$225)

All food vendors must be on the City of Grand Junction Approved Special Event vendor list. To become qualified to work special events in the City of Grand Junction festivals and public facilities, please go to:

http://www.gjcity.org/concessionaire_information.aspx

Merchandise and/or Service Vendor - \$125 (applications submitted by 12/31/2017 - \$100)

Roaming Vendor - \$75

Non-Profit – (FREE)

A limited number of businesses with designated IRS non-profit status will be accepted. Non-profit businesses and charities must adhere to all vendor guidelines. Please provide your EIN:

Do you need electricity? (\$25 per site) _____ YES _____ NO

Notes/Special Requests:



MERCHANDISE OR SERVICE:

Please describe the type of merchandise you will be selling or the service you will be offering (if you need more room, attach additional pages):

DEMONSTRATIONS:

As a non-profit educational festival we highly encourage all vendors who can demonstrate their craft(s). We want to highlight the educational and historical significance of the artisans and crafters to our patrons. Demonstrations can either be continuous or at scheduled times but must be approved by the Grand Junction Renaissance Faire.

Can you provide a demonstration of your craft for visitors? _____ Yes _____ No If yes, explain:

By signing below, I agree that I have fully read, understand and will comply with the attached vendor policies and procedures.

My signature is evidence that all information provided to the Grand Junction Renaissance Faire is true and correct, and that I have not misrepresented items to be sold in any way.

The undersigned, individually and/or on behalf of the Company/Organization does hereby discharge, release, indemnify and hold harmless Grand Junction Renaissance Faire and the City of Grand Junction, its employees, agents and officers, and all other sponsoring organizations from any and all manner of actions, suit, damages or claims whatsoever arising from any loss or damage to the person or property of the undersigned and the undersigned's employees, volunteers, representatives or agents while in possession of Vendor space or participating in the Grand Junction Renaissance Faire.

Signature of Vendor: _____ Date: _____

Make checks payable to Juniper Ridge Community School. Print and mail contract and payment to:
GJ Renaissance Faire
c/o Juniper Ridge Community School
640 24-1/2 Rd
Grand Junction, CO 81505



Vendor Policies and Procedures

CHECK-IN, SET-UP, AND BREAK-DOWN:

The Grand Junction Renaissance Faire (GJRF) will be open to the public:

Saturday, April 21, 2018 from 10:00 am – 8:00 pm

Sunday, April 22, 2018 from 10:00 am – 6:00 pm

All vendor booths are required to stay open from opening to close each day. Penalties will be incurred for late opening or early closures and may result in vendors not being accepted to future Faires.

Check-In and Set-Up time begins at 10:00 am – 8:00 pm on Friday, April 20, 2018. All vendors must check in at vendor check-in when they arrive and before setting up their booths. Overnight security will be provided Friday night.

Cars will be allowed on grounds only before and after site hours. All vehicles must be removed by 9:00 am each day. All vendors must limit themselves to one vehicle within the event site.

All vendors must be set up and prepared to open by 9:00 am on Saturday, April 21, 2018 and Sunday, April 22, 2018.

Booths start at 10'x10' with room around the outside for stakes, tie-downs, etc. Booths and trailers that exceed these measurements must clearly denote dimensions in the "Notes/Special Requirements" section of the application. Incorrect dimensions make on-site set up difficult for all involved and GJRF may not be able to accommodate additional size.

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.

Vendors can begin breaking down their booths starting at 6:15 pm on Sunday, April 22, 2018. No vendor will be allowed to break-down early unless approved by the Event Coordinator. Additional break down time will be allowed from 10:00 am – 2:00 pm on Monday, April 23, 2018. Overnight security will be provided on Sunday night.

All vendors will remove all trash in immediate area during set up and breakdown. Garbage dumpsters are provided for your use. No trash is allowed to be left in vendor area after breakdown.

VENDOR BOOTH REQUIREMENTS:

Vendors must provide their own booths. These booths can be tent-like structures, free of obvious use of plastic tarps, with aesthetics geared toward the Renaissance period. We ask that vendors use canvas or other materials to cover the aspects of their booths that appear modern.

Two vendors are able to share a booth space as long as all products and displays are contained within the designated booth space. If sharing a booth, each vendor must submit a separate application.

Trailers must be covered. A façade must be made for all sides of the trailer that the public can see. For ideas, please contact the vendor committee.



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Each vendor must have a period-looking sign announcing their business's name that is visible to the public at or in their booth.

Vendors are encouraged to provide a wooden street sign to be posted on a sign post pointing to the way of your booth. Street signs should be no larger than 4" wide x 24" long and handed in at vendor check in.

Your booth and those working in it may be photographed or videoed for publicity purposes by the Grand Junction Renaissance Faire for use in our publicizing this or future events. We will try to avoid showing any 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 wristbands per booth, allowing your workers to enter without a fee. The number of vendor wristbands depends on the type of your booth. If your number of workers exceeds the allotment for your type booth, they will need to pay for additional wristbands. Renting a booth space does not allow an unlimited number of free passes to the GJRF.

Vendor wristbands must be worn by all parties in order to avoid miscommunication with security detail.

All vendors are responsible for keeping their area attractive before, during and after the festival.

All vendors must comply with all health and fire permits, where applicable, at own expense.

All vendors must provide appropriate Fire Extinguisher equipment, and it must be on site at your booth the entire time period of event.

All vendor booths will be staffed and open the entire length of the festival

All vendors and their employees shall use every measure to protect festival site and property from all damages.

All vendors shall be responsible for damage caused by him or her to buildings and grounds.

PHOTOS OF MERCHANDISE OR CRAFTS:

Please mail or email at least one photo of all the 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!

We may limit the number of vendors in various categories to ensure variety but we do not guarantee exclusivity to any one vendor.



FOOD VENDORS:

All food vendors must be on the City of Grand Junction Approved Special Event vendor list. To become qualified to work special events in the City of Grand Junction festivals and public facilities, please go to:

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All food vendor items must be available by 10:00 am, on Saturday, April 21, 2018 and Sunday, April 22, 2018.

All Food Vendors must have prices, including sales tax, posted which will be visible to the public in period-looking signage that is professional in appearance and size.

All food vendors will remove all trash in immediate food area during set up and breakdown. Trash receptacles in food area cannot be used for discarding food, grease or other waste materials. Garbage dumpsters are provided for your use. No trash is allowed to be left in food area after breakdown. Insure that grease and abrasives will not be disposed of on event property except in designated garbage dumpsters.

COSTUMING:

All vendors must conduct themselves in a professional manner and costume is required. All vendors and employees of said vendors must comply with appropriate attire in association with the Renaissance and/or Fantasy themes of the faire. **No blue jeans, shorts, t-shirts with graphics, etc.** For simple and easy costume ideas, please contact the Grand Junction Renaissance Faire. Grand Junction Renaissance Faire t-shirts are allowed.

Cell phones, cigarettes, etc are not allowed in visible traffic areas.

USE OF OUR LOGO:

The Grand Junction Renaissance Faire logo may not be used on any merchandise, banners, signs, or advertising except our own without the Grand Junction Renaissance Faire Board's Approval.

TAX LIABILITY:

All vendors are responsible for keeping track of their sales and paying applicable Colorado State Tax. A list of all performers/vendors will be submitted to the Colorado Department of Revenue.

CANCELLATION:

No refunds will be given for cancellations received with in thirty (30) days of the GJRF start date. Vendors who submit a written cancellation prior to thirty (30) days of the GJRF will receive a full refund less a \$25 administration fee.



INSURANCE:

Insurance coverage is not mandatory but the VENDOR agrees that any liability insurance obtained for this event shall name Grand Junction Renaissance Faire, LLC as additionally insured, and to provide a certificate of such coverage as an accompaniment to this contract. Additionally, please submit a copy of your certificate of worker's compensation insurance, if applicable.

SECURITY:

GJRF will provide security during operating hours. GJRF will also provide overnight security on Friday, Saturday, and Sunday (April 20, 21, and 22) night. Vendors may leave booths set up overnight; however, GJRF is not responsible for any loss, stolen, or damaged items. It is recommended that items of value (monies, expensive merchandise, etc.) be removed from booths every night.

CAMPING:

As of now, we are unable to provide onsite camping. For camping and hotel suggestions please email: girenfaire@gmail.com.

INCLEMENT WEATHER:

GJRF is a rain or shine outdoor event, and as such, may be vulnerable to inclement weather, vendors need to dress and prepare their booth appropriately.

No refunds will be made for inclement weather. Tear down of booths during festival hours will not be allowed unless deemed necessary for the GJRF.

MISCELLANEA:

Vendors are encouraged to hawk their wares and interact with Faire patrons.

Vendors represent the GJRF 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.

Alcohol is not allowed to be consumed during faire hours except in designated areas. Illegal Drugs are NOT allowed and will not be tolerated. Any evidence of illegal drug use will result in contract termination and vendor shall forfeit all fees.

All vendors are prohibited from having animals within the confines of the event, except for legitimate service animals as authorized by State Statute and ADA standards, and hired acts.

No open flames are allowed within the festival without express permission from the GJRF.

No modern political signs are allowed.