

Office Use Only  
Received: \_\_\_\_\_  
Pictures: \_\_\_\_\_  
Accepted: \_\_\_\_\_



## 2018 GJ Renaissance Faire Guild Application and Contract

GUILD INFORMATION:	
Guild Name:	Contact:
Address:	Phone:
Email Address:	Cell:
Website:	Facebook:

Provide a short description of what your group does to entertain, educate, or confound the patrons at faire:

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Average number of people who attend with your group: \_\_\_\_\_

What nationalities do you represent? \_\_\_\_\_

How much space do you need for both your structure and guild yard? \_\_\_\_\_

Please describe your encampment and guild yard:

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Are you willing and able to (please check all that apply):

- Walkabout/Street Gigs
- Meet & Greet at the Front Gate
- Visit Royal Court
- Stay in the guild yard



If you do demonstrations or performances, how many per day? \_\_\_\_\_

Requirements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Requests:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you be selling merchandise or offering services? \_\_\_\_\_ Yes \_\_\_\_\_ No

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):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I confirm that I have read the rules and regulations, and affirm that everyone on my gate list will abide by those rules. I acknowledge that failure to abide by the rules may result in expulsion from Tulare County Renaissance Fair, and may jeopardize my return to the faire in the future.

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: \_\_\_\_\_

Please print and mail application to:

GJ Renaissance Faire, c/o Juniper Ridge Community School, 640 24-1/2 Rd, Grand Junction, CO 81505



## **Guild Policies and Procedures**

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### **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 guilds 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 Guilds 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. Guild master must check in at vendor check-in when they arrive and before setting up their encampment. Overnight security will be provided Friday night, Saturday night and Sunday night.

Cars will be allowed on grounds only before and after festival hours. All vehicles must be removed by 9:00 am each day.

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

Guild encampment 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 in the vendor application but cannot guarantee location.

Guilds can begin breaking down their encampments 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 8:00 am – 2:00 pm on Monday, April 23, 2018. Overnight security will be provided on Sunday night.

All guilds 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 encampment area after breakdown.

### **GUILD BOOTH REQUIREMENTS:**

Guilds 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 guilds use canvas or other materials to cover the aspects of their booths that appear modern. Trailers must be covered. A façade must be made for all sides of the trailer that the public can see.

Your guild 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.

Guild members must wear wristbands at all times in order to avoid miscommunication with security detail.

Guild members are responsible for keeping their area attractive before, during and after the festival.

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



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

All guild members shall use every measure to protect festival site and property from all damages. And will be responsible for damage caused by him or her to buildings and grounds.

#### **COSTUMING:**

All guild members must conduct themselves in a professional manner and must be dressed in costuming that fits with the theme/era the guild is recreating. **No blue jeans, shorts, t-shirts with graphics, etc.**

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

#### **WEAPONS:**

All weapons must be sheathed and peace-tied at all times. Any person found brandishing a weapon other than a scheduled performance or scheduled historical re-enactment will be subject to immediate removal from the festival.

#### **MERCHANDISE:**

Guilds will be allowed to erect a booth/encampment where they may sell promotional materials and interact with patrons. Booth fees will be waived as part of their compensation for performances rendered.

#### **DECENCY:**

The Grand Junction Renaissance Faire will not allow behavior at the event that offends community standards. GJRF has final say as to appropriateness.

#### **TAX LIABILITY:**

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

#### **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.

#### **SUBLEASING:**

This agreement shall constitute a lease. Guilds may not sublease their space. Sublease in this context includes renting, sharing, donating or in any way allowing another company or person to perform, display, advertise or sell in a Guild's space.

#### **INSURANCE:**

Insurance coverage is not mandatory but the guild 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



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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 Faire hours. GJRF will also provide overnight security on Friday, Saturday, and Sunday (April 20, 21, and 22) night. Guilds 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](mailto:girenfaire@gmail.com).

**INCLEMENT WEATHER:**

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

**MISCELLANEA:**

Guilds 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 guild shall forfeit all fees.

All guilds 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 permitted.