

# THE CONNECTICUT RENAISSANCE FAIRE

Mail us at: 12 Ellis Rd, Southbridge, MA 01550 • (860) 478-5954 ☒

www.ctfaire.com • havefun@ctfaire.com

Business Name	Email
Contact Name	Contact Phone
Address	
CT Sales Tax ID (IF APPLICABLE)	

Booth Info		Service Requests
Length:		<p>_____ <b>ELECTRICITY</b> for my booth for run of Faire - \$50 - power is limited and may not be available. Daytime use only. Not for camping.</p> <p>_____ <b>RUNNING WATER</b> for my booth for run of Faire - \$0</p> <p>_____ I offer a _____ % discount to participants with a valid CTRF ID.</p> <p>_____ I request an area away from stages</p> <p>_____ I am interested in demonstrating my craft and need CTFAIRE approval.</p> <p>_____ My booth is a Cart or Peddler Booth</p> <p>FAIRE USE ONLY *****</p> <ul style="list-style-type: none"> <li>• Postmarked by _____</li> <li>• Check # _____</li> <li>• Paid in Full _____</li> </ul>
Width:		
Booth Details or Additional Info		

## MERCHANT SALEABLE WARES

Please select one item you sell that you consider to be your main booth theme. The more unique the item is the more likely to be accepted. All wares beyond your primary may be removed from your selection at any time at the discretion of the Merchant Coordinator. You may not sell items that have not been approved for sale. You will be notified of all acceptable wares.

Item Name / Photo #	Item Price	Description

## EVENT DATES

Circle the event year you are paying to attend:

2019 2020 2021 2022 2023 2024 2025

Please note: You won't find event dates listed in this agreement. Unless otherwise agreed upon in writing, you must attend all event days in the year you are signing up for. If you are uncertain of what these dates are, please contact the Faire's merchant coordinator before submitting this contract or to get specific date exemptions.

## EVENT LOCATION

Lebanon Country Fairgrounds, 122 Mack Rd, Lebanon, CT 06249

## EVENT HOURS

10:30 a.m. to 6 p.m.

Please note: Some evening hours may be added. This will be noted on the website. Ask us if you have any questions before signing.

## SETUP TIME

Open setup time for merchants is on the Sunday prior to opening weekend of the Faire from 9 am to 5 pm. Open setup occurs again on the Friday prior to the Faire's opening day from 9am to 8 pm. If you would like to set your booth up outside of this time, please schedule an appointment with Brian via email at [brian@ctfaire.com](mailto:brian@ctfaire.com). Brian will verify your appointment by responding to your email.

## EVENT FEES

Event fees begin at \$3.25 per square foot on the final day of the current Faire and increase by 25 cents on the 1st of each month up to the next show. Your application and fee must be postmarked in the appropriate month to receive that month's rate.

- Cart/Mobile Sales merchants pay the equivalent of a 10x10 sales area. Food merchant rate is 15% of gross sales payable per weekend.
- A 10x10 booth may have up to 2 workers with an additional worker for every additional 100 SF. Food merchants may make arrangements to have additional workers.
- More worker passes may be provided upon request.

Any injury or damage to persons or property caused by items for sale or display are the sole responsibility of the merchant and his or her representative. Stone Circle, LLC, the Lebanon Lions Club, its owners, staff, and volunteers shall also be held blameless. The applicant fully understands that fees are nonrefundable once he or she has been accepted to the show. Stone Circle, LLC, reserves the right to accept or reject any application at its discretion.

Merchant agrees to follow all event rules included with this application and will make certain their workers are aware of these rules. Your signature indicates acceptances of all terms set forth.

## APPLICATION CHECKLIST

- Completed and signed application and fee
- Signed and dated cleanup deposit check for \$100 written to Stone Circle LLC,
- Proof of Insurance and additionally insured (by setup date)
- Photo of your booth setup (new applicants)
- Photo of you in your appropriate Faire attire (new applicants and workers)

### Insurance Information

Your one-million-dollar General Liability policy MUST name the following entities as "Additionally Insured":

- Stone Circle LLC, 12 Ellis Rd, Southbridge, MA 01550
- Lebanon Lions Club, 122 Mack Rd, Lebanon, CT 06249

---

Signature

---

Date

## EVENT RULES

Stone Circle, LLC (FAIRE) does hereby lease and merchant (MERCHANT) does hereby rent from the FAIRE an area on the fairgrounds (BOOTH) assigned by the FAIRE for the sale of its goods and/or services.

### SALES AREA

1. The length of afore-mentioned lease shall begin when the Faire opens for the season and end when the Faire closes for the season.
2. MERCHANT is responsible for maintaining the cleanliness of their sales area in a 10-foot radius around their BOOTH.
3. MERCHANT is responsible for having their BOOTH broken down and removed from the FAIRE site within three (3) days after the Faire closes to the Public for the season. The MERCHANT understands that any goods or property not removed in this timeframe are considered

### \$100 Cleanup Deposit Information

When you submit this application, you must include an additional check for \$100 written out to Stone Circle LLC, This check should have written on it:

Memo: a memo of "Cleanup/Security Deposit."

Date: It should be dated for the first day of the faire.

You must have the General Manager or Merchant Coordinator clear your site at the end of the Faire. If they verify your sales area is properly cleaned your check will be shredded. If it is not cleaned and/or you leave before having your area signed off, your deposit will be claimed regardless of the condition of your sales area. Your deposit check may also be claimed if you violate Faire rules that would incur a cash penalty. This may be done without notice.

---

Signature (Printed)

abandoned and the FAIRE may dispose of said goods and property in any manner it deems necessary.

4. MERCHANT is responsible for collection of and disposal of trash generated by their BOOTH in the FAIRE dumpster outside the grounds. MERCHANT agrees to pay \$25 from their Security Deposit for each instance trash is improperly disposed of. Should the FAIRE be needed to clean the MERCHANT BOOTH or sales area, MERCHANT agrees to pay \$25 from their Security Deposit. MERCHANT agrees to issue a new Security Deposit for \$100 should the full amount of their original deposit be exhausted.

5. MERCHANT will not exceed the dimensions of the BOOTH space they are leasing unless approved by the FAIRE and paid for in advance. Exceeding the dimensions of your BOOTH space includes adding unauthorized wandering/cart sales. The MERCHANT agrees to pay the maximum BOOTH lease amount for unapproved additions to their BOOTH.
6. MERCHANT agrees not to use or permit the BOOTH to be used for any illegal, disorderly, or improper purpose in violation of any rules or regulations of the FAIRE. The FAIRE reserves the right to close any MERCHANT BOOTH at any time without refund for non-compliance of rules or for reasons involving safety or the image of the FAIRE.
7. MERCHANT agrees to ensure its BOOTH is constructed in a secure/safe manner. The FAIRE reserves the right to remove any unsafe BOOTH or display at any time. MERCHANT acknowledges bad weather is a possibility during the FAIRE run and is responsible for safely securing their TENT/BOOTH. MERCHANT is solely responsible for any damage caused to the FAIRE, other MERCHANT BOOTHS, the LEBANON LIONS FAIRGROUNDS, or people.
8. MERCHANT shall leave its sales area in the condition in which the area was received by the MERCHANT prior to the FAIRE.
9. MERCHANT will obtain all licenses and permits as required by any government or FAIRE authority as required. This includes, but is not limited to Proof of Insurance, Food Permits, Fire Extinguishers, State and Federal Tax requirements, Tent Fire Ratings, etc.
10. MERCHANT understands they are responsible for providing their own BOOTH, costume, shelves, tables, chairs or anything else required to sell at the FAIRE. This includes, but is not limited to, an appropriate wooden sign or similar material that best represents the time period the FAIRE represents. MERCHANT will fashion BOOTH with a Renaissance-Fantasy style that covers exposed pipes, tables, or modern-looking implements. This includes trailers, ovens, grills, etc., the MERCHANT is responsible for. The MERCHANT agrees to pay \$100 per day the aforementioned anachronisms are left uncovered. FAIRE ownership will determine what is or

isn't within compliance and notify the MERCHANT should it be necessary to do so.

11. MERCHANT are allowed to have non-disruptive pets in their booth. We reserve the right to remove any pets from the Faire at any time.
12. MERCHANT agrees to provide a photo of their BOOTH including photos of any signs MERCHANT wishes to display.. MERCHANT understands photos are non-returnable and may require resubmission year-to-year as needed. MERCHANT understands their BOOTH could be closed until employees are in costuming/clothing suitable for the FAIRE and approved by FAIRE Management.

### **BOOTH LOCATION**

1. MERCHANT understands the FAIRE is under no obligation to place the MERCHANT in the same space each year.
2. MERCHANT may only move its BOOTH with permission from the FAIRE during hours the FAIRE is not in operation. The MERCHANT will be responsible for movement of the BOOTH and its contents.

### **COSTUMING**

1. MERCHANT will work with the FAIRE to help create the illusion of traveling back in time to the Renaissance by wearing approved Renaissance costuming and using period tents or structures that conform to FAIRE standards. MERCHANT will not wear watches, sunglasses, striped, neon or print fabrics, jeans, t-shirts, halter tops, tennis shoes, combat boots, etc. Failure to comply with these requirements will result in fines or removal from this and future events.
2. Any authorized weapons worn by the MERCHANT must be peace-tied at all times.
3. The FAIRE COSTUMER may, at any time, require you to change or alter your costume to fit within these guidelines. Failure to comply could result in fines and/or expulsion from the FAIRE.
4. MERCHANT understands shoes and shirts are required of all FAIRE participants. FAIRE COSTUMER reserves the right to allow variations on costuming by request.

5. MERCHANT will insure all employees will remain in costume and in character while in their booth and/or working at the Faire.
6. MERCHANT understands there is a \$100 fine for every instance they (or an employee) are out of costume/character while working at the FAIRE. Out of costume/character includes use of cell phones (i.e. texting) for any purpose other than credit card processing.

#### **HOURS OF OPERATION**

1. MERCHANT understands they must remain open during all hours of faire operation unless given specific permission by the General Manager.
2. FAIRE management will announce the official close time of the FAIRE at day end.
3. MERCHANT will not begin to break down their BOOTH until permission to close has been issued by a Faire staff. Early closure of a BOOTH without permission from FAIRE management will incur a \$50 fine.
4. MERCHANT will insure BOOTH is properly staffed even in the event MERCHANT is unable to staff BOOTH due to illness, family emergencies, or anything short of a government issued state of emergency.
5. MERCHANT understands there is a \$100/day fine for having an unopened BOOTH. This fine must be paid before MERCHANT is allowed to open their BOOTH again.
6. MERCHANT will have any vehicles they or their employees own off site no later than one hour prior to the opening of the Faire day. MERCHANT understands there is a \$25 per 15 minute period their vehicle (and/or the vehicle of an employee) is on site past the deadline.
7. MERCHANT will operate their business rain or shine with the understanding this is an outdoor event. Your merchant fee is non-refundable even in the event of a complete rain-out. Faire will remain open unless conditions warrant early closure for safety reasons.

#### **CODE OF CONDUCT**

1. MERCHANT understands falsely representing employee numbers for BOOTH or attempting to sneak guests on

site without permission may result in immediate dismissal without refund.

2. MERCHANT agrees to behave in a professional manner at all times that best represents the image of their company and of the FAIRE. MERCHANT agrees its employees will maintain this same level of professionalism at all times while at the FAIRE. This includes maintaining a "family-based" show keeping humor in the G to PG range.
3. MERCHANT understands use of illegal drugs or being intoxicated during faire hours will not be tolerated. Use of illegal drugs after hours will not be tolerated and will result in immediate dismissal of the individual suspected/caught violating this rule.
4. MERCHANT agrees to abide by all rules stated in this merchant application.
5. MERCHANT understands that failure to abide by the rules established by the FAIRE may result in immediate dismissal without refund of leasing fees.
6. MERCHANTS and FAIRE employees may take cigarette and/or vape breaks, eat, etc., away from their booth. When in your booth or just outside your booth all "modern" things must remain hidden. This includes, but is not limited to, soda cans/water bottles, smoking eating out of a bag of chips, wearing sunglasses, using a cellphone (for anything other than running a credit card), etc.

#### **MISCELLANEOUS**

1. MERCHANT agrees to hold Harmless; the Connecticut Renaissance Faire and Stone Circle LLC, or any staff or person involved with the Connecticut Renaissance Faire for any and all damages to persons and properties resulting from acts of God, loss, theft, vandalism, injury or medical emergency. Further: the above mentioned persons, groups or organizations, shall be held harmless from any cause of action, claim or petition, filed in any court or administrative tribunal, arising out of said event, including all costs, attorneys' fees, judgments or awards.
2. MERCHANT understands FAIRE ownership reserves the right to make the final interpretation on these rules.
3. MERCHANT understands BOOTH fee must be paid in full in order to be considered registered for the FAIRE.

4. MERCHANT understands BOOTH FEE is nonrefundable unless I am refused space or refused in a category of wares I wish to sell.

#### **WARES**

1. MERCHANT understands and agrees the FAIRE, in its sole discretion, may refuse at any time to allow a MERCHANT to display and/or sell any goods the FAIRE deems inappropriate.
2. The FAIRE will not be held responsible for any financial loss incurred by the MERCHANT if any good(s) that were not approved in advance must be removed from the MERCHANT BOOTH.
3. MERCHANT understands though there may be an on-site security presence during the FAIRE day and throughout the week, the FAIRE is not responsible for damage to or theft of MERCHANT property at any time for any reason. MERCHANT understands this policy extends to employees and vehicles of the MERCHANT and employees.
4. MERCHANT agrees to pay \$100 (and remove items from BOOTH immediately) for each item found in their BOOTH

that has not been approved contractually in writing by the FAIRE in this MERCHANT AGREEMENT. MERCHANT understands that submitting a photo of an item MERCHANT would like to sell in their BOOTH does not guarantee right to sell. If you would like to ADD items during the run you must get approval from FAIRE management as well as submitting \$100 per item.

5. MERCHANT understands the FAIRE reserves the right to limit or exclude any item sold by the MERCHANT at any time for any reason.
6. MERCHANT understands the FAIRE provides a setting in which MERCHANT may sell goods or services. The FAIRE is in no way responsible for lack of sales MERCHANT may experience for any reason. This includes, but is not limited to inclement weather, patron traffic, location of site, location of sales area, etc.
7. MERCHANT agrees to peace-bind any weapons they are authorized to sell at the time of sale. Weapons that cannot be peace-bound may not be sold without permission from the FAIRE. MERCHANT is aware there is a \$25 fine for each instance a weapon is not peace-bound at the time of sale.

# CTRF PARTICIPANT CAMPING FORM

You must provide a copy of your completed form to the Camping Manager and retain a copy for yourself at your camp. Here are additional points you must be aware of:

- **AVAILABILITY:** Camping space fills quickly and is awarded on a first-come-first-served basis.
- **CAMP SPACE:** Your camping area will be assigned to you by the camping manager. The primary camper is responsible for:
  - **Cleanup:** Your camp must be free of trash throughout the run of the Faire. Trash must be disposed of in the dumpster by you.
  - **Rules:** You are responsible for enforcing the camping-and-faire rules in your campsite. If one person breaks the rules in your campsite everyone in the campsite is equally responsible.
  - **Quiet Time:** Quiet time at the Faire begins at 11:00. Please be respectful of others.
  - **Pets:** Pets must be registered with the camping manager. You must provide a copy of your dog's current vaccination record.
  - **Camp Times:** Unless contractually agreed, camping is only allowed on weekends. Your site must be struck and approved as clean by the camping manager or Faire Management no later than the Tuesday after the last day of the Faire. If you do not strike your site by this time, your tent and its contents become property of the Faire and your security deposit is forfeit.
- **CHECK IN:** Whether camping is part of your contract or not, you may not set up your site until your camping payment and security deposit have been paid to the camping manager or you will be forced to strike your encampment.
- **CHECK OUT:** In order to have your security deposit returned, the primary camper must check out with the Camping Manager who will inspect your cleaned camping site. If your site passes his inspection, your deposit will be returned to you when you turn in your security deposit receipt to the camping manager. We cannot refund your money without this receipt so please take care of it.
- **ELECTRICITY:** There are a limited amount of spaces with electricity. You must have a 12 gauge electric cord with a ground pin and draw no more than 110 volts. If you require more power please contact us in advance to make arrangements. Electrical piggy-backing is forbidden. You may not use electric heaters in your tent. Electric blankets are acceptable.
- **SECURITY DEPOSIT:** If your space is free, paid, or contractually agreed upon the primary camper must provide the camping manager with a \$50 cash deposit. A receipt will be provided for this deposit. (Also see Check Out above)
- **SOCIAL GATHERINGS:** After-hours events in the camping area must be approved by the Camping Manager. These events must have a primary camper who is responsible for cleanup. Failure to cleanup will mean forfeit of your security deposit and reissue of a new check.
- **VEHICLES:** Your vehicle may only be on site for loading and unloading. If mud is an issue vehicles may be forbidden on site altogether.
- **UNAUTHORIZED CAMPER:** The primary camper must inform the camping manager of any new additions to their encampment before the new camper is allowed to stay the night. Inviting people who are not part of the Faire to visit after-hours or to camp with you is forbidden and will result in the immediate and permanent removal of your encampment from the Faire.

## CAMPER INFORMATION

CAMPER	CELL PHONE	EMPLOYED BY
Primary		
2		
3		
4		
5		

Item	Cost
Free Camping Area	\$0
Pets (per site) \$10 <input type="text"/>	\$
RV Camping with electricity (On Site The Entire Run) \$400	\$
RV Camping with electricity \$10 per Night (Enter # of Nights) <input type="text"/>	\$
Tent Camping with electricity \$5 per Night (Enter # of Nights) <input type="text"/>	\$
Refundable Security Deposit \$50 (please make this a separate check):	\$50
<b>Total Camping Fee Enclosed:</b>	<b>\$</b>