

Merchant Application/Contract



Event: The Green Hill Medieval Faire
Location: Green Hill Park, 2501 Parkside Rd
Roanoke County, VA 24153
Dates: September 25th - 26th 2010
Hours: Saturday: 10:00am - 6:00pm
Masquerade Ball 7pm
Sunday: 10:00am - 5:00pm



All Merchants must complete, sign and return an Application/Contract for each Event. Submitting an Application does not guarantee acceptance. If the Application is accepted it will be considered a Contract. Applications are accepted on a first come first served basis with returning participants, who are of good standing, being given first refusal. Deadline for submitting Applications is September 10th, 2010. Applicants under 18 years of age must have a parent or guardian sign the Application/Contract. Retain a copy for yourself and return the original by postal mail to the address listed below.

Business/Booth Name: _____

Type of items offered: _____

Owner(s) Name: _____

Booth Staff if not Owner(s): _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____ Cell Phone: _____

Email: _____ Web Address: _____

Medical or Special needs: _____

Description of Tent/Pavilion: _____

Space required for Tent/Pavilion to include all ropes, stakes, awnings, attachments, signage, camping shelters and other miscellaneous features: _____

Camping/Lodging: Period Tentage Modern Camping RV Vehicle Offsite

Payment must be submitted with the Application/Contract unless prior arrangements have been made with MFC Management. Payment may be made by checks made payable to Medieval Fantasies Company. Payment by Paypal invoice or credit card is available by contacting MFC. Failure to submit payment will result in Application not being accepted. Checks returned for insufficient funds will result in a \$25.00 fee.

Food Merchants are required to provide an image of their setup, list of foods/beverages to be offered, a Certificate of Liability and Temporary Food Permit Application with fee (if applicable) with application.

Failure to submit an image, a list of foods/beverages, a Certificate of Liability and/or Temporary Food Permit will result in Application not being accepted.

Additional information is available in the MFC Company Handbook found at www.medievalfantasiesco.com/handbook.htm.

MFC is not responsible for Merchant's transportation, food or lodging while at an Event.

MFC operates rain or shine with the exception of extreme weather which would be unsafe for Staff or Patrons to include but not limited to Temperatures below 32 degrees or above 105 degrees Fahrenheit, Lightening within 1 mile, Hurricanes, Tornados, Snow or Ice which make roadways unsafe or Damaging Winds.

MFC is not responsible for any personal items that might be stolen, lost, damaged or destroyed in any manner while on the Event grounds or elsewhere.

Merchant's information will be posted on the official MFC website including name and logo (if available) and on printed advertising materials. Merchants might have their photograph taken and used for promotional purposes by MFC.

Clothing/Attire

Merchants must provide proper garb and are responsible for meeting appearance standards of MFC. Garb must be clean and in good repair and appropriate for a family event. Garb should be Renaissance, Medieval or Celtic in nature. See Company Handbook for examples. Merchants must be in garb and ready no later than ½ hour prior to opening. Food Merchants are encouraged to wear period garb however it should not interfere with safety. Black slacks with white button up shirts as well as natural colored aprons are acceptable. **No ball caps, jeans or t-shirts with logos or writing. Button up or polo shirts with logo are acceptable.** All persons within your Merchant Area need to be appropriately dressed to fit within the theme of the Event.

Merchant Fees and Regulations

All Merchant fees for tents up to 20'x20' are \$75.00 per Event. Tents exceeding 20'x20' require prior approval, additional fees apply. Strolling Merchants are charged a fee of 10% of their sales for the Event. Examples would be a Merchant selling from a small cart or carrying their wares in a basket or similar.

Merchants are responsible for providing all tools, props, shelters, tables, chairs and materials required.

There are a limited number of Merchant spaces available, and that space will be granted or denied at the General and Assistant Manager's discretion based on available space, previously approved Merchants, and merchandise being offered for sale.

MFC does not encourage "exclusive rights" to sell particular types of items. For example: a Merchant requesting to be the only jewelry vendor on site. However if a Merchant insists on doing this, the Merchant is allowed to ONLY sell the items specified and the vending fee is then \$200 per day per 20'x20' space. Merchants entering into this type of agreement and then offer items not authorized will no longer vend at MFC events again.

Merchants are responsible for payment of all Federal, State and Local income taxes. Food Merchants are responsible for complying with all Local and State Health Department regulations and meals tax.

All Food Merchants are responsible for complying with Local and State Laws enforced by the Roanoke County Health Department, PO Box 307, Vinton VA. 24179, 540-857-7663, kathy.hartman@vdh.virginia.gov as well as any meal taxes.

All Merchants are required to abide by Local and State Laws regarding their wares. Weapons are allowed for sale at designated Events. ALL weapons for sale MUST be peace-tied or boxed. If a box is available, it must be taped shut with the weapon inside when it leaves your booth. If no box is available the weapon must be secured in such a manner that it may not be drawn or brandished. Remember to bring your cable ties and packing tape, these will not be provided. You will not be permitted to sell weapons without following these rules.

Tent/Pavilion Specifications

MFC Participants are responsible for providing their own tent or cart. All structures must have a Renaissance/Medieval theme in their appearance. All MFC Participants needing shelters are expected to supply period style pavilions, tents or booths or adapt modern structures to the theme of the Faire. All modern features must be masked and hidden. All non-period/metal tables/chairs/etc. must be covered, including legs, in such a manner that suggests they conform to the Medieval/Renaissance theme. (A canvas drop cloth, painted or dyed, is a cheap way to hide any bright blue plastic tarps or EZ-UP.) NOTE: The use of multiple EZ-UP shelters will only be allowed if adapted to a unified appearance fitting the theme of the Event. EZ-UP shelters must be connected to one another in order to appear as a single booth.

All "non-period" equipment on your person or in your booth (fans, cell phones, pagers, credit card machines, coolers, etc.) must be out of sight of Patrons. All pagers and phones must be in silent or vibrate mode or turned off. The general set-up and display media used in booths is expected to appeal to the Medieval and Renaissance period styles. It is the sole responsibility of the merchants to provide their own display media. Display media must conform to the theme of the Event. For example; no handwritten signage unless done in calligraphy. Signage not meeting standards may be removed by MFC Management.

The following booth construction items are not acceptable: No plastics may be used for signs or canopies; No exposed chicken wire, unpainted plastic pipe, shiny metal, or cardboard. No military issued tents. Modern woven strapping is not permitted to tie down tents/pavilions. Ropes may be of any natural product or color - No day-glow or neon colors.

MFC Participants participating with MFC on a regular basis are entitled to purchase Period Tents at a discount from MFC. MFC Participants participating at MFC Events and using Period Tentage are entitled to receive one free MFC T-shirt per Event, contact Chris or Mia Pugh for more information. Additional information is available in the MFC Company Handbook found at www.medievalfantasiesco.com/handbook.htm.

Inspections of all MFC Participants tentage and booths will be conducted by MFC Management during setup and after the morning meetings.

Setup/Tear Down

Setup of all tentage, decorations and associated needs of the Festival will begin the day prior to Faire usually no earlier than 12 noon, exceptions will be noted on the Application.

All MFC Participants must check in with Chris or Mia Pugh prior to unloading. MFC Participants are to be set up and ready for Faire no later than ½ hour prior to opening. MFC Participants arriving one hour or less prior to opening are considered "No Shows" and their compensation terms will be considered void. MFC Participants are expected to work each day of an Event unless other arrangements have been made.

Take down may not begin until the closing announcement of each day of Faire. MFC Participants leaving without permission may be refused participation at future Events.

All trash must be kept picked up and placed in the proper receptacles provided. At the end of Faire all trash will be taken to the trash containers or dumpsters provided prior to leaving. MFC Participants are responsible for the disposal of their trash into dumpsters.

Non compliance with these requirements may result in monetary fines as well as denial of participation in future MFC Events.

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Event Specific Information

Morning Meeting

A meeting for all MFC Participants is held each morning of Faire at 9:00am at the Tavern Tent. At least one adult representative from each Merchant booth, Performer Group or Living History Group must be in attendance. All Staff must be in attendance.

Camping

Camping is available on site for RV and modern tents. MFC Participants may camp within their period shelters on Festival grounds. Parking is available; all vehicles must be removed from the Grounds no later than 1 hour prior to opening. Vehicular access to the grounds is at the discretion of the General Manager, Assistant Manager or the Owner of the grounds.

Outdoor fires will be allowed in specified locations within the Faire area as well as the Staff Camping areas **providing they are attended and contained within a proper UL approved metal container supported above the ground and a minimum of 15 feet from any tent, building or other combustible material and are in accordance with Local and State Laws/Ordinances. A fire extinguisher must be readily available.** Only wood, charcoal or propane fuels may be used. Liquid or propane fueled torches must be at least twice the distance of the height of the torch from any tent, building or other combustible material. Propane or Coleman type lamps may be used in tents or shelters that are rated fire resistant by the NFPA and a certificate is available for inspection.

Animals

Patron pets are not allowed. Pets belonging to Merchants, Performers, Living History Groups or Staff are not allowed. Animals part of a Performance or Living History Exhibit are allowed providing proper leashes or restraints are used. All those with animals must have on hand records proving proper and current immunizations. No horses will be allowed entry without proof of Coggins, Herpes or other applicable immunizations. Established Park Rules regarding pets will be in governance in addition to the above stated.

Smoking and Consumption of Alcohol

MFC Participants may not smoke Tobacco Cigarettes or use Smokeless Tobacco products on site during the hours of operation for the Event. Pipes and Cigars may be smoked during the hours of operation of the Event outside of booths and shelters but not in lines for food, beverages or other services. MFC Participants may smoke Tobacco Cigarettes or use Smokeless Tobacco in the designated break area, usually off site. The use of illegal smoking materials or illegal drugs anytime at an MFC Event will be prosecuted to the full extent of the law. Illegal consumption of alcohol will be prosecuted to the full extent of the law. **Alcohol is not permitted at this Event at anytime.**

Weapons

Weapon sales are allowed at this Event.

Masquerade Ball

There will be a Masquerade Ball Saturday evening 5pm until at or about 6pm. All MFC Participants are welcome to participate.

Tents and Air-supported Structures Permit Application

All applicants are required to complete a Roanoke County Tents and Air-supported Structures Permit Application and include it with their Application/Contract. Permit fee will be waived if Application/Contract is received by September 10th 2010. Failure to include the Tents and Air-supported Structures Permit Application will result in Application not being accepted.

Completing and Submitting Application

Applicants are asked to please print all required information on the first page in either blue or black ink.

Agreement: By submitting this 2010 MFC Food Merchant Application, the Applicant agrees to have read this Application/Contract as well as the MFC Handbook and will abide by all rules and regulations. All information contained in this Application/Contract is superseded as applicable by the MFC Handbook which contains the most up to date information. The Applicant understands that all rules and regulations are subject to change with or without prior notice and Applicant's employees/agents are responsible for compliance with all policies established by Medieval Fantasies Company. The Applicant understands that he/she is subject to expulsion and/or fine (if accepted) for failure to comply.

I the undersigned do hereby release, hold harmless, and waive all claims against Medieval Fantasies Company, its owners, employees, members of the Faire Staff, Roanoke County Parks and Recreation Department, it's Volunteers, Staff, Sponsors and Assigned for any and all loss, damage, or injury to myself, my agents and any participant or property, I might suffer as a result of my participation.

Applicant

Date

Chris or Mia Pugh, Owners Medieval Fantasies Company

Date

We are at your service,
Chris & Mia Pugh
Medieval Fantasies Company
3782 Churchville Ave
Churchville, VA 24421
540-337-6324
www.medievalfantasiesco.com
sirblackwolf@medievalfantasiesco.com
ladydawn@medievalfantasiesco.com
Where your Fantasies become Reality

APPLICATION FOR TEMPORARY RESTAURANT PERMIT

(PLEASE PRINT OR TYPE)

DATE: _____

NAME OF ORGANIZATION/INDIVIDUAL: _____

ADDRESS: _____

ORGANIZATION REPRESENTATIVE: _____

TELEPHONE NUMBERS: (W) _____ (H) _____

EVENT: _____

EVENT LOCATION: _____

DATE(S) OF OPERATION: _____ TIME(S) _____ TO _____

TYPE OF FOOD FACILITY: _____
(Beverage Wagon, Booth, Kitchen, Tent, etc.)

Please provide the following information. Failure to provide the necessary information regarding your operation may delay the processing of your application.

Water Service _____ Sewage Disposal _____

Solid Waste Disposal _____ Liquid Waste Disposal _____

LIST ALL FOOD AND BEVERAGE ITEMS BELOW

FOOD/ BEVERAGE	SOURCE ADDRESS	WHERE PREPARED	METHODS OF PREPARATION AND SERVING, EQUIPMENT USED
Example: Hot Dogs	Supermarket	Joe's Restaurant or on site	Boiled in large pot on gas grill using tongs

FOOD/ BEVERAGE	SOURCE ADDRESS	WHERE PREPARED	METHODS OF PREPARATION AND SERVING, EQUIPMENT USED

HAND- WASHING METHODS	CONDIMENTS HOW SERVED	LIST ALL UTENSILS HOW CLEANED DESCR. SANITIZER	REFRIGERATION TYPE	LIST ALL COOKING EQUIPMENT
Ex: Container with free flow spigot, soap, paper towels	Pre-packaged mustard, catsup, etc. or squirt bottles (no open containers)	Ex: tongs, knife, scoop Wash-rinse-sanitized (bleach and water sanitizer 50-100ppm)	Reach-in refrigerator, cooler with ice (Food 41F° or colder)	Electric grill, steam table, deep fat fryer, hot plate

PLEASE CALL THIS OFFICE PRIOR TO THE EVENT TO VERIFY THE STATUS OF YOUR APPLICATION. PLEASE NOTIFY THIS OFFICE OF ANY CHANGES IN YOUR APPLICATION. (i.e., ADDITIONAL MENU ITEMS, ETC.)

CERTIFICATION

I have read the attached instructions, understand them, and will comply with their requirements, including payment of fees as may apply. I understand that failure to comply may result in a permit not being issued or permit suspension, as per 12 VAC 5-421 Board of Health Food Regulations, effective March 2002, and as may be amended.

Operator

Date

Tents and Air-supported Structures Permit Application

Certain permits may be issued in accordance with the Statewide Fire Prevention Code Section 107.2 and county ordinance to engage in certain business practices or activities that may present hazards to life, health, or safety. This permit is for erecting, operating, or maintaining tents and air-supported structures covering an area exceeding 200 square feet with sides or 700 square feet without sides, including all connecting areas or spaces with a common means of egress or entrance, or with an occupant load of more than 50. (2401.1)

Instructions: read pages one and two; then complete page one, sign, and submit application with required permit fee. When completed properly, with proper documentation if necessary, a fire code official will review the application in the order in which it was received and in a timely manner. Please print all information.

Name of Applicant: _____ Date _____

Applicant Address: _____

Applicant Phone: _____ Email: _____

Tent or Air-supported Structure Location: _____

Tent or Air-supported Structure Owner: _____

Owner Address: _____

Owner Phone: _____ Email: _____

Applicant: (sign) _____ (print) _____

(Do not write in the space below – for office use only)

Fire Official:

Permit disposition: Approved Denied Date:

Reason:

Permit fee is \$25.00. Method of payment is: cash check # order #
money

Initials:

Permit number

Restrictions

1. **A detailed site plan and floor plan must be provided** with each application for approval of tents with an occupant load of 100 or more. This plan must indicate details of the means of egress facilities, seating capacity, arrangement of the seating and location and type of heating and electrical equipment.
2. **Inspections:** the entire tent or air-supported structure system must be inspected at regular intervals, but not less than four times per year, to determine that the installation complies with the building code and it is maintained in accordance with NFPA 102, 1995 edition, *Assembly Seating, Tents, and Membrane Structures* (National Fire Protection Association). All anchors must be inspected regularly and adjusted or repaired immediately to ensure a secure base attachment and seal. The fabric envelope must be inspected regularly, and any fabric damage must be repaired immediately to prevent more extensive damage. The owner of the tent or air-supported structure must file a maintenance inspection report every three months; this report will verify that the structure has been inspected and serviced by a representative of the manufacturer of the structure.
3. **Fire safety requirements:** Hay, straw, shavings, or similar combustible materials must not be located within any tent or air-supported structure containing an assembly occupancy, except the materials necessary for the daily feeding and care of animals. Sawdust and shavings utilized for public performance or exhibit shall not be prohibited, provided they are kept damp. Combustible materials will not be permitted under stands or seats at any time. The areas within and adjacent to the structure must be maintained clear of all combustible materials and vegetation that will create a fire hazard within 20 feet from the structure. All combustible trash must be removed at least once a day from the structure during the period that it is occupied by the public.
4. **Open flames and cooking:** Gasoline, gas, charcoal, or any other cooking device or any other unapproved open flame shall not be permitted inside or located within 20 feet of the tent or air-supported structure.
5. **Spot lighting:** Spot or effect lighting shall only be by electricity, and all combustible construction located within 6 feet of such equipment must be protected with approved noncombustible insulation not less than ¼-inch thick.
6. **Clearance:** A minimum of 3 feet of clearance must be maintained between the fabric envelope and the contents located inside an air-supported structure.
7. **Portable fire extinguishers:** At least one portable fire extinguisher with a minimum 4-A rating, or two extinguishers with a minimum 2-A rating each, must be properly located, mounted, visible, and accessible in all tents and air-supported structures. (Check extinguisher label for rating; all other criteria in accordance with NFPA 10, 1994 edition, *Portable Fire Extinguishers*)

I have read and understand all of these restrictions for erecting, operating, or maintaining tents and air-supported structures.

Applicant: (sign) _____ (print) _____

Date: _____