2010 Medieval Fantasy Festival in Downtown Vacaville

DEMONSTRATORS OF OLD TIME SKILLS PACKET

Dear Friends:

Enclosed you will find the rules and an Application for **Demonstrators of Old Time Skills** for the 2010 Sixth Annual Medieval Fantasy Festival to be held in Downtown Vacaville, California on Saturday and Sunday, April 17 -18, 2010. This is going to be a very unique and exciting family oriented festival.

We are seeking folks who can demonstrate **old time skills**, adding a living history dimension to our festival. We are looking for a wide variety of skills, from spinning & weaving, to chain mail construction, to blacksmithing, leather tooling, caning chairs, woodworking, calligraphy, and making musical instruments. We reserve the right to accept only those applicants which we believe are compatible with our theme purpose.

If you can demonstrate your craft on site throughout the day, then there will be no vendor fee. You will be considered part of the entertainment that we are providing. If you sell your wares at your space, you must have a resale certificate. Since primarily you will be part of the performing artists, you are encouraged to come in an appropriate costume and style the décor of your space to fit the theme. This category is NOT meant for those who plan to sell more than $50 in merchandise. Many good vendors will be also demonstrating their skill to promote their products. If you have a question about which application to use, please call the office @ 707-451-2100.

You may make arrangements to share a booth space with someone. If you are only able to be with us on one of the days, please let us know ahead of time. Animals that are an integral part of the demonstrations are very welcome. We encourage you to bring them, but you must make arrangements ahead of time. We have had rabbits, sheep and guanacos on display at the demonstrators' booths in the past. They were very popular and a good draw.

If the Medieval Fantasy Festival sounds like your type of event, please fill out the Demonstrator of Old Time Skills application and include the requested documentation as soon as possible to reserve your space for April 17 – 18, 2010. Spaces are limited, so we encourage you to apply early.

If you have any questions, please do not hesitate to call the Downtown Vacaville Business Improvement District directly at 707-451-2100. For additional Festival information please visit the websites at www.medievalfantasyfestival.com or www.downtownvacaville.com

Sincerely,

Bob Vollmer
Executive Director

2010 Medieval Fantasy Festival (page 2 of 3)

DEMONSTRATORS OF OLD TIME SKILS – RULES AND REGULATIONS

1. Please provide at least 2 photos of your art / craft / skill for review. These will not be returned. If you participated last year, this step is not required.
2. Spaces are 10'x10' and are assigned on a first come, first serve basis. Special requests will be considered where possible. We reserve the right to limit the number of demonstrators.
3. The hours of the event are 9:30 AM to 5:00 PM Saturday, and 9:30 AM to 4:00 PM Sunday. You may begin setting up at 6:00 AM and must be set and ready to work by 9:30 AM. This event will be held rain or shine.
4. Booths will be on closed off streets. Demonstrators shall not construct or arrange their booths so that they obstruct the general view or hide exhibits of others or stores / businesses. For this reason, we have added a question on the application about your booth having a back, or whether one can see straight through. This may affect placement of your booth.
5. You are responsible for your own tables, chairs, canopies, etc. No electricity is provided. Vehicles must be removed from the area prior to 9:30 AM.
6. If you plan to sell merchandise, you must collect and pay your own sales tax. A copy of your seller's permit must accompany your completed application. **Your primary purpose however is the demonstration of skills and being part of our entertainment.** This is a fine line because of insurance requirements.
7. Demonstrators must provide a minimum of one trash receptacle at your booth. All packing cases, crates, and debris of any kind must be removed from your exhibit space prior to the time of opening. All additional trash, empty containers, animal waste and bedding, and packing materials must be removed when you leave.
8. You may NOT dispose of ice / water or any other liquids into planted areas. Demonstrators shall not store or display materials on benches, planters, or other architectural surfaces.
9. Demonstrators are responsible for providing and arranging all necessary labor in set up and tear down. Event staff and security personnel are not available to help.
10. <u>If you are able to do only one of the two days, please let us know with your application.</u>
11. Overnight security Saturday will be provided. However we cannot take responsibility for your property, which will be left overnight at your own risk.
12. If you are demonstrating your craft throughout the day, there will be no vendor fee. If you do not plan to demonstrate your skill, and your primary purpose is to sell your wares, you need the vendor packet, not this one.
13. We welcome animals as a part of your display / demonstration. Please let us know ahead of time. If you are demonstrating a craft which may be accompanied with some danger (such as a glass-blower or blacksmith) you will be required to provide a certificate of liability insurance. Please inform us. All these details can be worked out on an individual basis.
14. Please submit your application as soon as you can. The final deadline is April 5, 2010. A letter telling you where your booth will be mailed or emailed to you with your acceptance.
15. Breakdown begins no earlier than 5:00 PM Saturday and 4:00 PM on Sunday. All spaces must be vacated by 6:00 PM Sunday.

2010 Medieval Fantasy Festival in Downtown Vacaville (page 3 of 3)
Demonstrator of Old Time Skills Application and Agreement Form

BUSINESS NAME (**please print clearly)** _____

NAME _____

ADDRESS _____

CITY _____STATE_____ ZIP _____

PHONE (best) _____(alternate)_____

EMAIL _____ WEBSITE _____
Please provide a description of the skill you plan to demonstrate
_____
_____
_____

Booth size needed _____ My booth has a back ___ You can see through my booth _____
Will you be in appropriate costume? Yes No
Will animals be part of your display / demonstration? Yes No
Will you be demonstrating your craft both Sat. & Sun? Yes No, only on _____
Will you be selling merchandise? Yes No
How many people will be demonstrating at your booth? _____
Read Carefully and Please include ALL the following (If needed our fax # is 707-451-2829)

_____ photos of your merchandise / skill
_____ copy of your seller's permit if you plan to sell your wares
_____ photocopy of your driver's license
_____ check for the vendor fee made payable to DVBID

AGREEMENT
As the main contact, I am responsible for any others that are working at my booth. I/We may be subject to scrutiny by the DVBID, the City of Vacaville and/or Police Department. I have read and agree to observe the 2010 Medieval Fantasy Festival Demonstration of Skills Rules and Regulations as set forth on page 2 of the Demonstrator's packet. I do hereby agree to indemnify and hold harmless the City of Vacaville, the Downtown Vacaville Business Improvement District and their respective officers, agents, underwriters, individually or collectively from all fines, penalties, liabilities, losses, claims, damages, and expenses including court costs and attorney fees incurred or suffered as a result of or relating to my participation in the event knows as the Medieval Fantasy Festival in Downtown Vacaville.
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_____ _____
Authorized Signature Date
Mail to Medieval Fantasy Festival, 311 Parker Street, Vacaville, CA 95688
Or you may fax to 707-451-2829