2010 Medieval Fantasy Festival in Downtown Vacaville
GUILD INFORMATION & APPLICATION

Dear Friends,

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

We are seeking guilds that can help us improve the festival experience and add more excitement, ambiance, color, drama, and music for our fans. We have had Demonstrators of Old Time Skills from our first year on and in the last couple years have added guilds. We love what they have added in fascinating, educational living history aspect to our festival. With your participation we are going to make visitors feel as though they have come to a different place – and have stepped back in time. We reserve the right to choose guilds that fit in with our theme from among the applications we receive.

The setting of our festival is in the historic Downtown Vacaville. Guild members are welcome to join in our walk-through parades, which will periodically travel through the festival.

Guilds will be considered part of our entertainment. They will not pay a Vendor fee. The Festival is hosted by the Downtown Vacaville BID, (a non profit organization). Folks who attend do not pay an entrance fee. Therefore we are not able to pay Guilds. Donation buckets are permitted.

If your Guild would like to be a part of the Medieval Fantasy Festival, please fill out the application and include the requested documentation as soon as possible to reserve your space for April 17 and 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 our websites at www.medievalfantasyfestival.com or www.downtownvacaville.com

Sincerely,

Bob Vollmer
Executive Director

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GUILD RULES AND REGULATIONS

1. Please provide at least 3 photos of your set up and activities for review. These will not be returned. If your website contains this kind of visual information, you may request that we view it there. If we need further information, we will ask. Returning guilds may skip this step.
2. Spaces are 10' x 10' and are assigned on a first come, first serve basis. If you need more space, let us know. Arrangements must be made ahead of time if you are able to do only one of the two days.
3. Booths will be on closed off streets. We regret the lack of authenticity a dirt surface can provide with regard to the kind of tent used, be we have to live with what we have.
4. The deadline for application is April 5, 2010. The location of your area will be mailed or emailed to you with your application acceptance.
5. We reserve the right to limit the number of guilds within each category and to accept only those applicants which we believe are compatible with our theme and purposes.
6. If you are demonstrating some living history skills (such as blacksmithing, glass blowing, or weapons use) which are accompanied by danger to the public, you will be required to provide us with proof of liability insurance. Please let us know so that we can make arrangements to insure the safety of our festival fans.
7. The spokesman for the guild must sign an agreement (which all of our entertainers sign) regarding liability. This form is included in this packet.
8. The hours of the event are 9:30 AM to 5:00 PM on Saturday, and 9:30 AM to 4:00 PM on Sunday. You may begin setting up at 6:00 AM, and must be set and ready by 9:30 AM. Unfortunately, since the streets will not be closed off until the very early hours of Saturday, you will not be able to set up earlier.
9. This event is held rain or shine.
10. 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. Guild folk shall not store or display materials on benches, planters or other architectural surfaces.
11. We assume that any entertainment you offer to the public will be at no charge. If you do charge them for merchandise or activities we must negotiate a 'vendor' fee for you.
12. Guilds must provide a minimum of one trash receptacle at their space. All packing materials must be removed from your space prior to the time of opening. All additional trash, zip ties, empty containers, and packing materials must be removed when you leave. You may NOT dispose of ice / water or other liquids into planted areas.
13. Overnight security Saturday will be provided. However, we cannot take responsibility for your property, which will be left overnight at your own risk. The festival does not provide for overnight camping.
14. Vendors 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.
15. Let us know ahead of time if any animals are part of your exhibit. **If you bring a dog, we must know ahead of time, and it must be leashed at all times.** You are responsible to clean up any animal waste and bedding when you leave.
16. Breakdown begins no earlier than 4:00 PM Sunday. **All spaces must be vacated by 6:00 PM.**

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Guild Application and Agreement Form

GUILD NAME (Please print clearly) _____

CONTACT NAME _____

ADDRESS _____

CITY _____STATE _____ZIP _____

PHONE (best) _____(alternate) _____

EMAIL _____ WEBSITE _____

Please provide a description of your guild, its goals, and activities: _____

_____

_____

Do you charge the public for any activities or merchandise? Yes No
Booth size needed _____ How many people will you have _____
Would you like to be scheduled at one of our entertainment areas? Yes No
Any animals? No Yes What _____

Remember to enclose the following:

___ Photos of your set up and activities
___ Photo copy of your driver's license
___ Certificate of liability insurance (if applicable)

AGREEMENT
As the main contact, I am responsible for any members and others that are working at the guild area. We may be subject to scrutiny by the DVBID, the City and/or Police Department. I have read and agree to observe the 2010 Medieval Fantasy Festival Guild Rules and Regulations as set forth in this packet. I do hereby agree to indemnify and hold harmless the City of Vacaville, 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 our participation in the event known as the Medieval Fantasy Festival in Downtown Vacaville.

_____ _____
Authorized Signature Date
Please mail to: Medieval Fantasy Festival, 311 Parker Street, Vacaville, CA 95688
Our fax number is 707-451-2829