



Kentucky Renaissance Faire, LLC ~2012 Highland Renaissance Festival~ Eminence, Ky

VENDOR APPLICANT INFORMATION SHEET

Thank you for your interest in the Highland Renaissance Festival. We are pleased to present to the public some of the finest artisans available for our Festival. We welcome your craft application and product information for consideration to join us at the Highland Renaissance Festival. Below you will find answers to the most frequently asked questions.

When: Saturdays and Sundays, **June 2nd, 2012** for 6 consecutive weekends through **July 8th, 2012** .

Where: **955 Elm St., Eminence, KY 40019** (if you have anything shipped to the faire, this is the address). We are located within easy driving distance from Louisville, Cincinnati and Lexington. Take I-64-West to exit 35 Hwy 53. Hwy 53 turns into Hwy 55, go 12 miles, turn right on Hwy 22 East (Elm Street) Drive one and one half mile. We are on the south side (right) of the street. From Cincinnati, take 71 West to 421 follow 421 to Hwy 55, turn left (east) on Hwy 22 East drive one and one half mile to festival site.

Attendance: We estimate our seventh year, 2012 attendance to be 25,000

Objective: Our goal is to create a 14th Century Country Faire and marketplace where patrons can "step back in time" and enjoy unique offerings of crafts, foods and entertainment. Every participant is expected to create the illusion of the period by dressing in costume based on the 14th to 18th Century, speak the Kings English, and shop appearance must be in accordance with the same time period. Remember, we are all members of the cast.

Tickets: Advanced tickets available January 1, 2012.

Hours: 10:00am - 7:00pm

Deadline: Application, signed agreements and checks/money orders, must be returned by January 31, 2012. The Jury will meet in February and announce their decision by February 29, 2012. This is firm. If we do not receive your packet on time you may not be juried into the faire and late fees will apply.

Cost:

Booth Owner	\$350.00
Pavilion or Cart Space- add \$100	\$450.00 total
Booth Rental (space is limited) add \$200.00	\$550.00 total

(After January 31, 2012, a \$50.00 per month late fee will be applied to all vendor fees.)

You must include a check for the Vendor Fees plus all applicable fees as stated below with your application. Your checks will not be cashed until you are notified of your acceptance. If you are not accepted into the show, all will be returned to you. If accepted, there will be NO REFUNDS. Please submit a separate application for each space you wish to have at the festival.

Pavilions: Your pavilion must look period, if you use an Eazy-Up or garage type structure all metal poles and inside roof must be covered and you must have a roof cover with dagging.

Booths: If you wish to build a permanent booth, contact the fair office for building approval at 859-846-4530. All structural building plans must be submitted for approval to management with your vendor application.

Camping: We do have a campground with facilities ranging from tent set-up to full RV hook-ups (spaces are only reserved with FULL PAYMENT). The RV hook-ups are limited in number. If you are accepted into the show and wish to have a Full RV Hookup, make sure all camping paperwork is returned with your application. **RV spots are reserved with full payment only and are limited to those living on site for the full 6 weeks.**

Camping Fees: Full RV Hook-up \$400.00, partial camper hook-up (electric & water) \$300.00, Tent/camper with electric only \$200.00, Tent (primitive – NO ELECTRIC) \$100.00, for the entire run of the show. If at anytime during the stay, our staff has to clean up your campsite, a \$50.00 non – refundable charge will be levied. **Payment must be received before you set up. NO EXCEPTIONS. If you state the size of your RV or trailer and arrive with a different size without notifying management 2 weeks before, you will not receive a full hook-up.**

Program Advertising Fees: (Please include camera ready ad with application)

Full Page: \$100.00 Half Page: \$60.00 Quarter Page: \$45.00

Requirements: If you are juried into the festival you will be required to have a Kentucky Sales Tax number and have your license posted in your booth. **It is your responsibility to acquire this license.** You will be responsible for reporting Kentucky State Sales Taxes. The forms are available at www.kentucky.gov. For more info you can contact Geoffrey P. Warneford, Northern KY Taxpayer Service Center, 859-371-9049 ext. 19-70127 or geoffrey.warneford@ky.gov

You must have liability insurance. **The liability insurance must be 1 million dollars and list Kentucky Renaissance Faire, LLC as "Additional Insured."** If the Festival is not provided with a copy of your Insurance Certificate (dates of coverage must last through end of Festival) you will not be allowed to set-up. **Highland Renaissance Festival no longer offers Insurance.** For Insurance Information you can contact : Dale Johnson, CFEE, CIC Francis L. Dean & Associates 310 West Cook Road, Suite 204 Fort Wayne IN 46825 (877) 732-4746 www.fdeanin.com

Children: It is your responsibility to ensure the good conduct of any children that are in your care or your employees care during the festival. Children are to be supervised at all times and are not allowed to run free around the festival,

Pets: All pets must be registered with the Fair Office and have proof of up-to-date rabies vaccination. There is a pet registration form included. An original rabies certificate signed by your or your employees veterinarian is accepted as proof. A rabies tag alone is not acceptable. Pets must be restrained at the campgrounds. It is expected that you and/or your employees to be vigilant in cleaning up anything the pet deposits anywhere on the Festival property. Pets are not allowed in your booth and must never come in contact with Festival Attendees. Please do not walk pet on the festival site. At no time are pets allowed to run free on site and are not allowed to attend off hours activities on site, this includes the food pavilion. **The Kentucky Renaissance Faire, LLC reserves the right to refuse entry of any pet deemed dangerous to other vendors or the public.**

Please return your Vendor application along with pictures or representative samples of all products you are interested in selling at our Festival. After we review your application and the items you wish to sell, we will be in touch with you. If you wish your samples returned to you, you may pick them up at the festival office upon your arrival. Pictures will not be returned but retained in our files. If you are not accepted and wish your samples returned, you are required to provide postage and handling.

Questions: Call 859-846-4530 or e-mail events@kyrenfaire.com.

Check-in: Upon arrival, you will receive your Vendor information packet and ID Badge. You may check in starting one week prior to opening (unless arrangements have been made) , Check-in begins 9:00am and ends at 4:00pm. If you or your employees arrive after check-in hours you will not be allowed to set up or receive your badge until the following morning. **NO EXCEPTIONS. It is the responsibility of the merchant who owns the booth to inform all managers and employees the check-in information.**

Parking – There will be a designated area for Vendor Parking . Please see rules for loading & offloading on festival site.

Royal Parade – Merchants are required to participate displaying their wares. Starting Point & Time of Parade TBA.

ID Badges: All Merchants and their employees must have an ID badge to enter the Festival after Festival opens. **You will receive 2 free badges. Extra employee badges are \$10.00 each,** limit of 4 employees per booth. Lost badges are \$25.00 each. Vendors who have employees not listed must notify the office of changes or employee will not be allowed entry. **ID badges will not be issued until all paperwork is in and fees are paid.**

Where to send all applicable forms & checks: Make checks payable to: Kentucky Renaissance Faire, LLC

Kentucky Renaissance Fair, LLC
2150 E. Leestown Rd.
Midway, KY 40347



2012 Highland Renaissance Festival

Vendor/Booth Registration Form

Event Dates & Times: Saturday June 2nd, 2012 – Sunday July 8th, 2012 10:00am – 7:00pm Sat & Sun Only
Application Deadline: Jan. 31, 2012

Booth Owner - **\$350.00** Pavilion Space or Cart - add \$100.00 (total fee **\$450.00**)
Booth Rental (limited space)- add \$200.00 (total fee **\$550.00**)

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Company name: _____

Last name: _____ **First name:** _____

Type of Merchandise: _____ **Attach Item List**

Pavilion Size: _____

Address: _____ **City** _____ **ST:** _____ **ZIP code:** _____

Daytime telephone: _____ **Cell phone:** _____ **Fax:** _____

Highland Renaissance Festival Vendor (“Participant”) Agreement

This agreement is entered into between and by the Highland Renaissance Festival, and the participant named below.

The participant will comply with the following regulations:

1. The participant will provide their own equipment and set-up to the approval of the Highland Renaissance Festival.
2. Participant employees must be neat, clean and maintain a good attitude with the public.
3. Participant space must be left in a condition equal to or better than the condition it was found in prior to the set-up.
4. Participant may only place signage on their booth or other acceptable places approved by fair management. Signage must be provided by the vendor. .
5. The Highland Renaissance Festival reserves the right to refuse participation to any participant who does not comply with the terms and conditions of this agreement.
6. Information Booths: participants will not vend any materials or merchandise during the event. Only informational materials may be dispensed, at no charge, to the public or any consumer during the event.
7. Arts & Crafts Vendors: All products, merchandise or information offered should be relevant to the Renaissance period. **Participant must submit a description of items to be offered (pictures are acceptable) with the registration application.** The Highland Renaissance Festival reserves the right to prohibit vendors from selling items that do not meet these requirements.
8. Artists and crafts persons selling their own products must be displayed in a Renaissance period manner, and must be in period garb during festival hours.
9. **Participants shall pay a participation fee (as indicated above), payable the Kentucky Renaissance Fair, LLC which is due along with your application.**
10. **Registration application submittal deadline is January 31st, 2012 and notification of acceptance will be by March 15th, 2012.**

In consideration of being permitted to take part in the Highland Renaissance Festival, the participant hereby releases, absolves, indemnifies, holds harmless and waives all claims against the Kentucky Renaissance Fair, LLC or The Highland Renaissance Festival , and their employees a for any losses or injuries of any kind whatsoever arising out of the operation of the participant’s booth or business.

Signature of Participant

Date



Kentucky Renaissance Faire, LLC - The Highland Renaissance Festival
Eminence, Kentucky

2012 Festival Rules

- 1) This is family show and a drug free environment. Underage drinking, inappropriate dress, and behavior are unacceptable.
- 2) Vendor/Merchants must have ID badges at all times, and enter through the back gate only.
- 3) Vendor/Merchants & their employees are not permitted to bring outside foods & beverages into the festival during Festival hours, this includes having food delivered during festival hours. If you keep a cooler in your booth it must be covered and out of sight of patrons.
- 4) All booths, pavilions & carts must look as period as possible, no fake flowers, vines, plastic or wire shelving. All tables should be wood or completely covered. All pavilions should have no metal showing and have dagging around the top edge.
- 5) Try to limit cell phone usage during Festival hours in sight of patrons.
- 6) Any alterations to the site must have prior approval of management.
- 7) Each Vendor/Merchant must have a certified fire extinguisher in their booth/pavilion.
- 8) All vehicles must be off-loaded and off Festival grounds by 9:30am. No vehicles will be allowed on Festival grounds after closing until 7:30pm and until grounds are clear of all patrons. ***There will be times, due to inclement weather, and upon management discretion, that you will not be allowed to drive on Festival site, at which the gate will be locked and you may not enter.***
- 9) Curfew rules will be in effect, bonfires and drum circles should cease at 10:00pm. Be considerate of others camping next to you.
- 10) If applicable: The campground is restricted to Fair Personnel only. No Patrons are permitted on campground at any time.
- 11) If applicable: There are showers, flush toilets, washers and dryers located on the campground. These are provided for campers only, please keep clean.
- 12) Anyone under 18 years of age will not be able to camp without a Parent or Legal Guardian.
- 13) **Pets: All pets must be registered with the Fair Office and have proof of up-to-date rabies vaccination.** There is a pet registration form included. An **original** rabies certificate signed by your or your employees veterinarian is accepted as proof. A rabies tag alone is not acceptable. Pets must be restrained at the campgrounds. It is expected that you and/or your employees to be vigilant in cleaning up anything the pet deposits anywhere on the Festival property. Pets are not allowed in your booth and must never come in contact with Festival Attendees. Please do not walk pet on the festival site. At no time are pets allowed to run free on site and are not allowed to attend off hours activities on site, this includes the food pavilion. **The Kentucky Renaissance Faire, LLC reserves the right to refuse entry of any pet deemed dangerous to other vendors or the public.**
- 14) **There is NO PARKING in the lower circle of the campground at anytime. Violators will be towed at owners expense.**
- 15) No FIREARMS on premises.PERIOD.

Please comply with the applicant information sheet, festival and campground rules.

Fair Participant Signature Date

Fair Representative Date



**Kentucky Renaissance Fair, LLC
Highland Renaissance Festival
Eminence, Kentucky**

CAMPING REGISTRATION 2012

(Leave blank if not camping)

Name: _____ Date: _____

Booth Name (if applicable) _____ Booth Number: _____

Type & Year of Vehicle: _____ Vehicle License Number _____

Type of camping you will use:

Camper/RV – Request Hook-up Yes No **(Full hook-ups are limited and are for those living on site for 6 weeks only, if you are here for only a couple of weeks or on the weekends you will not receive full hook-up, until all full-time campers are accommodated.)**

Size of Camper/RV _____ (If you change the size of your RV or camper and do not notify management you will not receive your requested space)

Camper/RV – Partial (electric & water) _____ Size _____

Tent (mundane) (electric) _____ or Primitive(NO ELECTRIC) _____ Size _____

ALL CAMPING SPACES ARE ON FIRST PAID FIRST SERVED BASIS

Number of campers: _____

Camper's Names: _____
(Mandatory) _____

Camping Fees: Full RV Hook-up \$400.00, partial camper hook-up (electric & water) \$300.00, Tent/camper with electric only \$200.00, Tent (primitive/NO ELECTRIC) \$100.00, for the entire run of the show. If at anytime during the stay, our staff has to clean up your campsite, there will be a \$50.00 non refundable payment levied. **Payment must be received before you set up. NO EXCEPTIONS. If you state the size of your RV or trailer and arrive with a different size without notifying management 2 weeks before, you will not receive a full hook-up.**



**Kentucky Renaissance Fair, LLC
Highland Renaissance Festival
Eminence, Kentucky**

Camping Rules and Information

- 1) Campers may check in before 8:00pm. If you arrive after 8:00pm, you may sleep in the parking lot until campground opens at 8:00am.
- 2) The main gate to the site will be closed at 10:00pm. Be considerate of others and close the gate after you enter.
- 3) Camping is restricted to Fair Personnel only. No Patrons are allowed on campground at anytime.
- 4) Campfires must be contained & attended at all times. A pit must be dug 12" below ground level, and ringed with stone.
- 5) You are expected to keep your campsite clean and free of trash at all times.
- 6) Anyone under the age of 18 years old will not be able to camp without Parent or Legal Guardian.
- 7) All household and camp trash **MUST** be taken to the dumpster located just outside the campground, if full, it must be taken to the Large dumpster located just outside the vendor/employee entrance on site.
- 8) **Pets: All pets must be registered with the Fair Office and have proof of up-to-date rabies vaccination.** There is a pet registration form included. An **original** rabies certificate signed by your or your employees veterinarian is accepted as proof. A rabies tag alone is not acceptable. Pets must be restrained at the campgrounds. It is expected that you and/or your employees to be vigilant in cleaning up anything the pet deposits anywhere on the Festival property. Pets are not allowed in your booth and must never come in contact with Festival Attendees. Please do not walk pet on the festival site. At no time are pets allowed to run free on site and are not allowed to attend off hours activities on site, this includes the food pavilion. **The Kentucky Renaissance Faire, LLC reserves the right to refuse entry of any pet deemed dangerous to other vendors or the public.**
- 9) No swimming pools, slip n slides, etc.
- 10) The bathhouse is for vendors, entertainers and fair staff only. Please make sure to clean up after yourself and have consideration for all that use the facility. The bathhouse will be closed twice a week for a few hours for cleaning. Please use respect when using the washers and dryers and not leave your clothing in them for long periods of time after they are done so that others may use them. Please do not place muddy clothing in the dryers.
- 11) No Firearms on premises.
- 12) If at any time during the stay, our staff has to clean up your campsite, there will be a \$50.00 non-refundable payment levied.
- 13) **NO PARKING IN THE LOWER CIRCLE OF THE CAMPGROUND. NO EXCEPTIONS.**

Vendor/Participant Signature

Date

Fair Representative

Date



**KENTUCKY RENAISSANCE FAIRE, LLC, HIGHLAND RENAISSANCE FESTIVAL
EMINENCE, KENTUCKY**

PET REGISTRATION FORM 2012

Owners Name _____ Name of Pet(s) _____

Description of Pet(s) _____

Owners Phone Number _____ Cell Number _____

Name of Owners Act _____

In case of emergency, Notify _____

Name of Veterinarian _____

Please mail an original, current rabies vaccination certificate along with you application. You will not be allowed to set up your booth or camp until the certificate is received. This includes all cats and dogs per **Kentucky State Law.**

Pet Rules:

- 1) Pets are not allowed in the shower house.
- 2) Pets that show aggression or are assessed as being dangerous will not be allowed on festival property. **This will be enforced.**
- 3) You must provide adequate food and water for your pet at all times.
- 4) There is a designated field for exercising your pet in the upper camping area.
- 5) You are expected to be vigilant in cleaning up anything your pet deposits **anywhere** on the Festival property. If you cannot comply with this rule you will be asked to make arrangements for your pet elsewhere. **NO EXCEPTIONS.**
- 6) Pets are not allowed to come in contact with Festival Attendees.
- 7) Please do not walk your pet on the festival site.
- 8) Excess barking will not be tolerated **PERIOD.** If you cannot control your pet you must make off-site arrangements or leave the festival campgrounds.

These rules are for not only the safety of our Festival Patrons, but for the safety of your pet as well.

I have read and understand the above rules:

Vendor/Merchant Signature Date Fair Representative Date



**Kentucky Renaissance Fair, LLC
Highland Renaissance Festival
Eminence, Kentucky**

2012

HOLD HARMLESS AGREEMENT: The named person(s) agrees for itself, its successors and assignees, to indemnify and hold harmless the Kentucky Renaissance Fair, LLC,/Highland Renaissance Festival and its auxiliaries from all claims, suits of any other action for personal injuries, including death, and damage to property, real or personal, caused by the named vendor/merchant, acts or omissions of the Kentucky Renaissance Fair, LLC/Highland Renaissance Festival and its auxiliaries arising out of the named vendor/merchant's involvement in the Highland Renaissance Festival event and from all judgments and costs incurred in relation to said claim or suits and from all expenses incurred in defending said claims or suits.

LIABILITY RELEASE: The named person(s) hereby releases the Kentucky Renaissance Fair, LLC/Highland Renaissance Festival and its auxiliaries and all performers, officials, Lairds, Chamberlains, non-compensated participants, exhibitors, merchants and sponsors, including their agents and entertainer(s), from liability from any claims the named entertainer(s) may have for participating in the Highland Renaissance Festival event including, but not limited to, any claim for personal injury of physical impairment or claim or any type arising out of participating or involvement in this event.

PHOTO RELEASE: The named person(s) does hereby give consent to the Kentucky Renaissance Fair, LLC/Highland Renaissance Festival and its assignees to take photographs, make audio recordings and/or videos of the named person(s) and their representatives at the Highland Renaissance Festival event and to use such photographs, audio recordings and/or videos for such promotion or other lawful purpose and the Highland Renaissance Festival deem appropriate. The named person(s) further waive any rights or claims as to content approval or damages that may arise from the use of such photographs, audio recordings and/or video.

Signature

Date