

20% Siouxland Renaissance Vendor Information and Guidelines

Products - We are most interested in hand-crafted products, but will consider all other items as long as they fit with the renaissance theme of our festival. We do allow books, patterns and supplies that could be used to create period items and costumes. Any merchandise with contemporary or alternate theme whether handmade or manufactured will NOT be allowed. We strive to maintain the theme that the public expects and reserve the right to take action if this requirement is not met. Action may include fine or exclusion from future festivals. An inspection of products will be made prior to the opening of the festival. Any inappropriate products must be removed immediately.

Use Of Our Logo – The Siouxland Renaissance Association logo may not be used on any merchandise, banners, signs or advertising except our own.

Booths –

- Merchants must provide their own booths. These booths can be tent-like structures, **free of obvious use of plastic tarps with aesthetics geared toward the 16th century**. We ask that merchants use canvas or other materials to cover aspects of their booths that appear modern.
- **Each merchant must have a period-looking sign announcing their business's name.**
- Booths start at 10' X 10' with room around the outside allowed for stakes, tie-downs, etc. All booth dimensions must be clearly stated as per frontage and depth required– incorrect dimensions make onsite set-up difficult for all involved!
- Booths may not be open on all sides where traffic would impede the private vendor areas.
- Space required for trailers, etc must be included.
- Spaces will be assigned as necessary to accommodate our site plan. We will attempt to respond to special requests but cannot guarantee location.
- All merchants are required to submit a picture of their booth or cart prior to final acceptance and placement on our site map.
- There is electricity available.
- Vendors **must check in** before setting up their booth
- Vendors are invited to provide a wooden street sign “plaque” to be posted on a sign post, pointing the way to your booth. Plaque should be no larger than 6x24.

Wandering & Cart Merchants - We are eagerly looking for merchants who will rove the village, interacting with our patrons while selling their wares. You can carry your wares in period appropriate containers or vend from a small cart.

Participant Fees – See application for all vendor fees.

Photos of Merchandise or Crafts – *(New Vendors or New Products ONLY)*

- Please include at least one photo of all types of items being sold.
- Merchandise as represented **MUST** be adhered to.
- A complete list of products is necessary & additions may not be allowed if they have not been represented in application.
- Photos can contain more than one item per picture as long as all items are clearly identifiable.
- To save time and money, if you have a website with these photos on it, please let us know!
- We will limit the number of merchants in various categories to insure variety but do not guarantee exclusivity to any merchant.

Food & Beverage Vendor –

- Food vendors will need to provide a description and/or picture of all food they intend to serve.
- Food, as with other merchandise, should fit in with the period theme & additions will not be allowed.
- An exclusive sponsor will provide all water and carbonated soft drinks. Vendors may sell lemonade, apple cider or any other non-carbonated soft drink that is homemade (not bottled).

Demonstrations – As a nonprofit educational festival we highly encourage all merchants who can to demonstrate their craft(s). We want to highlight the educational and historical significance of the artisans and crafters to our patrons. If you choose to demonstrate your craft, we will reward your efforts with a discount coupon good towards your vendor fee at a future festival. Demonstrations can be either continuous or at scheduled times but must be approved by the festival as an educational and/or historical demonstration. Please contact us if this is something you are interested in. All fee reductions will be made on an individual basis based on the type and extent of demonstration. No fee will be reduced below \$25.

Costuming - All merchants and any participants in your booth are required to wear period clothing based on our 16th century Renaissance theme. No jeans, t-shirts & tennis shoes, etc. Cell phones, cigarettes, etc. are not allowed in visible traffic areas (there are designated behind the scene areas for such). First time vendors must include pictures of costumes for approval.

Insurance - Vendors are encouraged to maintain, at their sole expense, commercial general liability insurance coverage with policy limits of at least ONE MILLION DOLLARS (\$1,000,000) on a combined single limit basis. Insurance is recommended. This coverage shall be primary to any other insurance coverage. NOTE: This is mandatory for food and weapons vendors. If you do not know where to obtain this insurance the agent who provides your current Home Owners or Renters Policy is a good place to start. You may also contact our insurance provider, Karen Jergensen via e-mail: kjergenson@howaltmcdowell.com or by phone 605-274-7111 or 339-3874 or 800-584-7054.

Sales Tax - Vendors will need to collect South Dakota State & Minnehaha County sales tax. All necessary forms will be available at registration before the festival. Submitting all applicable taxes will be the sole responsibility of the vendor. Should vendor fail to do so, the state of South Dakota will forbid participation in ANY South Dakota festival or event until the matter has been rectified.

Pets – Pets are acceptable, but must be licensed with current shots, registered with festival personnel and kept on leads at all times. Owners are responsible for their pet's actions and droppings.

Historical weapons – Historical weapons are allowed as long as festival policies and state and local laws are followed. Bladed weapons must be sheathed and peace-bound. Firearms and bows may not be “loaded” and may be carried over the shoulder. Weapon vendors may display and handle their wares within the confines of their facility provided they are properly insured and handled responsibly.

Smoking – Smoking will not be allowed during festival hours unless with period pipes. Private vendor areas will be designated for smoking. Fines and exclusion from future festivals may be incurred if inappropriate activity is continued.

Vendor Areas – Vendor areas behind booths and out of traffic area are for vendors (both booths & wanderers). Otherwise prohibited activities are allowed in these areas including smoking, cell phone use, etc. No extension of open trafficable frontage is allowed into these areas. If you wish to have frontage beyond ordinary thoroughfare you must have this clearly defined on your application for consideration.

Camping on Site – The Sioux Empire Fairgrounds makes camping with electric and water hookups available to vendors for a fee. Showers are available before and after hours. More information on this topic can be found on the Sioux Empire Fair Association web site <http://www.siouxempirefair.com/camping.html>. **All camping should be arranged directly with the fairgrounds and NOT with the SRA.**

Water and Ice – A limited amount of water will be available for vendor needs free of charge. Ice will be sold by the SRA for vendor use.

Garbage – Dumpsters will be on site for garbage. Vendors are responsible for cleaning their areas and may not use traffic area bags for booth refuse. Vendors not cleaning their area will be charged an additional \$25 fee per bag.

Inclement Weather – The festival will go on rain or shine. No refunds will be made for inclement weather. Teardown of booths during festival hours will not be allowed unless deemed necessary by the SRA.

Multiple Sale Locations – You may apply to have more than one booth, cart, or blanket space. However, please fill out a separate application for each location and enclose a separate check. Each sale location will be considered independently. This will facilitate our selection of vendors and ease the process of returning applications and monies if one or more of your applications are selected and another is not.

Liability Clause - All those attending in your employ must be registered & sign the liability waiver upon arrival before admittance.