

TWO RIVERS medieval faire

TWO RIVERS MEDIEVAL FAIRE

MAY 14TH & 15TH, 2022

CHELAN COUNTY EXPO CENTER ARENA
5700 Wescott Drive, CASHMERE, WA 98815
(10 min from Wenatchee)

Hours: Saturday 10 – 6, Sunday 10 – 4



MERCHANT APPLICATION

Greetings Good Merchants!

You are cordially invited to attend the 13th Annual Two Rivers Medieval Faire to be held on **Saturday, May 14 (10-6) and Sunday, May 15 (10-4)** at the Chelan County Expo Center Arena in Cashmere, WA. www.chelancountyexpoctr.com.

Please join us for a rousing time with jousting, theatre, dancing, singing, combat, children's activities, and merriment for all!

Applications and fees are due no later than March 30th, 2022. Please apply early as some merchandise categories are being capped to provide a larger selection for the public and increased sales for all merchants.

GENERAL BOOTH INFORMATION

Name of your business: _____

Contact: _____

Mailing address: _____

City: _____ State: _____

Zip: _____

Phone: _____

Email: _____

Most reliable method of contacting you: _____

SOCIAL MEDIA AND WEB SITE INFO

We want to promote you and your fine wares on our website and other social media!

Website URL: _____

Facebook Page (personal or business): _____

Twitter: _____

Please send any picture and a short description you would like used on our site to merchants2rmf@gmail.com

YOUR MERCHANDISE AND BOOTH...

Please describe below, and provide photos of your merchandise and booth with this application.

MERCHANDISE _____

BOOTH _____

All appropriate merchandise may be sold to the public during gate hours and to other faire participants during non-public hours. Each merchant will try to sell relevant medieval items, and try to avoid from selling non-period specific themed items. Items will be considered medieval on a loose basis, and all decisions are to be made by the merchant coordinator. We also welcome fantasy items related to the magical folk of the time period.

How many vendor bracelets do you need? _____

BOOTH SPACE COST & SIZE

Width refers to booth frontage. Fees include both days. Please check the appropriate box below.

- 12w x 12d**..... \$70
- 24w x 12d**..... \$105
- 24w x 24d**..... \$140

Return application and payment by December 31st & receive a 10% discount.

BOOTH OPTIONS

While we can't make guarantees, we will do our best to accommodate your requests. It also helps with the layout if we know what our merchants require. *Please note that our venue has an unusual shape and some configurations may not be possible, but we'll still do our best! Please mark your preferred booth configuration.*

- Open in front only**
- Open in front and one side**
- Open in front and both sides**

Anything else we should know about you and your booth?

Is anyone in your booth medically trained? _____ Can we contact you in an emergency? _____

Where are you staying?

Onsite

- In Booth (\$12 / night)
- Merchant camping (\$12 / night)
Tent or RV dry camp
- Full hookup for RVs (\$22 / night) See below

Offsite

- Hotel
- Other (going home, friend, family, etc.)

MERCHANT CAMPING ONSITE

There will be a separate tent camping area available for merchants inside the faire site.

1. Four people allowed per tent, \$12.00 per night.
2. **These fees also apply to anyone camping in their booth.**
3. We will have limited space for RVs that wish to dry camp.
4. Bathrooms and showers are available near the front gate for onsite campers.
5. Camping is available in this location Thursday through Sunday night.
6. The grounds must be vacated no later than 3 pm on Monday.
7. Freestanding fire pits and BBQ grills are ok. Please have a fire extinguisher available.
8. No noise after 11 pm.
9. There will be port-a-potties in the camping area.

Number of camping sites needed each night (1 sleeping tent = one site)

Thurs _____ Fri _____ Sat _____ Sun _____ = total number of nights _____

FULL HOOKUP FOR RVs AND TENTS.

This site is owned by the Expo Center and is across the street from the fairgrounds. All full hookups are \$22.00 per night. To reserve RV spaces please contact the Expo Center directly at <http://www.chelancountyexpoctr.com>, Karen Welch at Karen.Welch@co.chelan.wa.us, or calling the RV Park at 509-782-3232.

Please mention that you are with the Two Rivers Faire as there is a block of sites being held.

SIGNAGE

Merchants should provide adequate and appropriate signage for their booth in regard to business name and payment policies. No plastic, lighted or "modern" appearing signage.

Merchant booths should be decorated to promote a medieval atmosphere.

Bare metal tent legs are discouraged as are white plastic walls. Legs and walls can be covered easily with fabric, drapes, floral garlands, etc.

WINDY CONDITIONS ARE LIKELY AT OUR LOCATION. WEIGHT AND STAKE YOUR TENT.

No liquor or other legal intoxicants (including marijuana) are allowed on Faire grounds. Tobacco smoking and vaping is allowed in dedicated areas only.

Volunteer merchant runners will be by every few hours to offer water and privy breaks. Please have clear instructions for the volunteer watching your booth.

For fire code concerns, ALL merchants must have a charged fire extinguisher in their booth. Electricity is available for food merchants only.

FOOD MERCHANTS

We only have (5) 110 electrical hookups available. Please book early to reserve your spot!

Do you need a 110 electrical hookup? _____

Do you have any special space or utility requirements? _____

Please strive to keep the area in front and around your food booth picked up and clean. Garbage cans will be available for this, and a dumpster will be available for food booth trash. There will also be recycling cans for aluminum and glass. *Please bag all trash.*

There will be a parking area for the food merchants next to the east exit near the Food Court.

All food prep must be done in an approved facility in Chelan- Douglas County

For more information visit:

https://cdhd.wa.gov/food-safety-program/#section_fsp_temporary_food_safety_information

Food permits must be filed with the Chelan\Douglas Health District. Please file early.

Temporary Food Establishment Permit Application

Chelan-Douglas Health District 200 Valley Mall Parkway, East Wenatchee, WA 98802 TEL: 509-886-6450

FAX: 509-886-6449. www.cdhd.wa.gov 6/14

The Chelan-Douglas Health District is closed on Fridays.

MERCHANT GARB AND DEMEANOR

Merchants and their assistants must be dressed in Medieval/Elizabethan/Renaissance Faire period type clothing to a reasonable degree, during 'open to the public' hours of operation. Merchants are also encouraged to stay in character during the hours of faire.

SET UP AND BREAKDOWN

PLEASE CHECK IN AT THE MERCHANT ENTRANCE FIRST, BEFORE DRIVING ONTO GROUNDS.

1. Setup on Friday begins at 7 am. If you will be arriving later than 7 pm, please contact Debra Johanson, Alison Blank, Merchant Coordinator, at 509-699-8396. Setup on Saturday morning starts at 7 am and ends at 9 am.
2. You will be able to drive your vehicles onto the grounds for setup and breakdown via an easement on the southwest corner of the fairgrounds. One way traffic will be designated during this time. The exit will be on the east side of the venue. A map will be provided upon acceptance as a merchant. All vehicles must be off the grounds by 9:00 am Saturday morning.
3. On Sunday afternoon for breakdown, no vehicles will be allowed on site before 4:15 pm when the faire staff determines that all members of the public have left.
4. Upon check in at the merchant entrance, each merchant will receive a packet with helpful and important information. Each merchant and merchant assistant will also receive an ID bracelet which needs to be worn for the duration of the weekend.

SECURITY

We will have security on site during the public hours of the faire, The Brute Squad, and during the evening many merchants and performers will be staying in the merchant camping area. All gates going in and out of the fairgrounds will be locked at 11 pm. For after hours emergencies call Alison Blank at 509-699-8396.

WEAPONS POLICY

All weapons (sharp or dull) must be peace tied while on Faire grounds. Any weapons sold at your booth must be peace tied before leaving the booth. Zip ties will be available at the info booth for any merchant who needs them.

Please secure all merchandise and valuables during the faire. We cannot be responsible for any loss due to theft.

PETS

We welcome well behaved pets. Please remember to have them on leash when in public, and tote any waste. If your pets are uncomfortable with new people, large crowds and noise, please leave them home.

MEET & GREET POTLUCK

For all merchants, performers and volunteers!

Saturday evening of Faire at 6:30. Join us for friends, food, awards, & Bardic entertainment!

DRAGON EGG HUNT

Each participating vendor will be provided with 2 eggs and a stamp. The eggs will be displayed in view inside your booth.

Are you interested in participating? Yes _____ Decline _____

CANCELLATION

The last date to cancel is April 15th, 2022 in order to receive a full refund.

Cancellations after April 15th will have fees applied to next year.

If you do not show, and fail to notify us that you are not coming, your fees are forfeit.

COVID-19 Info

For the safety of our merchants and guests we will enforce all local & state mask, social distancing, and cleaning requirements. If masks are required, this will be strictly enforced. Any vendor in violation will be given 1 warning. If a second warning is issued the vendor will be required to close their booth until they are compliant. Continued violation may result in eviction from the faire grounds and loss of booth fees.

COVID-19 Cancellation

If we are required to cancel the Faire due to state or local requirements, vendors will be given as much notice as possible. In this scenario vendors will be given the choice to apply their 2022 Faire fees to the 2023 Faire or be issued a full refund of booth and camping fees.

PROOF OF INSURANCE

Each merchant is required to provide a certificate of insurance naming the Chelan County Expo Center and Two Rivers Medieval Faire as additional insureds. One company we recommend is ACT Insurance, www.actinsurance.com. They offer single event policies starting at \$49. If you have a storefront, check your existing liability policy. Please make sure your coverage includes your assistants. Your provider may email the certificate directly to merchants2rmf@gmail.com.

FEES & DEADLINES

While the application is due by March 30th, any unpaid fees must be paid in full by April 15th in accordance with the required specifications of the faire.

FEES ENCLOSED

You can now pay your booth and camping fees and apply online at <https://www.2riversmedievalfaire.org/>

Booth Space\$ _____
Pre-Pay by December 31st and get a 10% discount off your booth fee
No. of merchant camping nights _____ x \$12.00.....\$ _____
TOTAL ENCLOSED.....\$ _____

Check # _____ Cash _____ PayPal _____ Other _____

Payment via PayPal at <https://www.2riversmedievalfaire.org/merchant-online-payment>

Checks and money orders should be made out to Two Rivers Medieval Faire.

The completed application with payment and certificate of insurance should be mailed to:

**Two Rivers Medieval Faire
Merchant Application
PO Box 455
Wenatchee, WA 98807-0455**

INDEMNITY AGREEMENT

Merchants shall indemnify and hold The Chelan County Expo Center, Two Rivers Medieval Faire, the Faire organizers, volunteer staff, and employees harmless from any and all claims, debts, or liabilities arising by contract, tort, or otherwise out of the operations of the booth and shall defend any lawsuits or claims brought against The Chelan County Expo Center, Two Rivers Medieval Faire, the Faire organizers, volunteer staff, and employees by any third party of any nature of form or whatsoever as a result of the Participant's operation. The applicant agrees to hold The Chelan County Expo Center, Two Rivers Medieval Faire, the Faire organizers, volunteer staff, and employees, harmless from all claims for damage or loss arising out of, or connected with, in any way whatsoever, the Participant's use of connection therewith.

I HAVE READ THE MATERIAL ABOVE, WITH FULL UNDERSTANDING, AND AGREE TO ALL REQUIREMENTS AND CONDITIONS IN THE ABOVE MERCHANT APPLICATION.

Signature _____ Date: _____

Business Name _____

Make a copy of the full Merchant Application and any attachments for your records.

Please return your application as soon as possible! The sooner we get your application, the sooner we can list you as a confirmed merchant on the website, and cross-promote on Facebook and other social media. Early applications will be given location preference. Once we receive your application and are confirmed as a merchant, we will send you a confirmation email. As faire approaches you will be given regular updates about marketing, setup details, directions, etc.

We hope you will be able to join us in May!

**Alison Blank
Merchant Coordinator
Two Rivers Medieval Faire
509-699-8396
Fax 509-884-7518
merchants2rmf@gmail.com**

