

Food Vendor Application

A non-refundable application fee of \$100 (\$150 if electrical hookup is required) must accompany this application. A 15% commission of gross sales will also be charged and will be collected at the close of business day.



Contact Information

Company Name	
Contact Name	Phone ()
Mailing Address	
City	State Zip
Email Address	

Items To Be Sold

Please list **ALL** items, description (if needed) and selling price. **ALL ITEMS TO BE SOLD MUST BE APPROVED BY THE FAIRE COMMITTEE. In order to limit duplication of items, any Vendor found selling items that have NOT been approved will be asked to cease selling such items. THERE IS NO EXCLUSIVITY OF ANY FOOD/BEVERAGE ITEM.**

ITEM / DESCRIPTION	PRICE
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Please refer to the Food Vendor Guidelines for the rules and regulations of this event. Please refer all questions to J.R. Richardson @ 317-372-6422 or email to renchef6969@comcast.net

Food Vendor Application (continued)



Electrical Requirements

Electrical cost is \$50 for the 2 day event and needs to be paid at time of registration. Any electrical requested on day of event that was not requested at the time of application will be charged \$100.

Please list electrical requirements and total watts per piece of equipment

EQUIPMENT	WATTS

Space Requirements

Please circle one of the following spaces that best accommodates your venue **10 x 20 / 20 x 20**

By signing this application you agree to abide by all of the rules and regulations set forth in the enclosed guidelines for food vendors and which you acknowledge that you have read and understand; including the following disclaimer:

Vendor agrees that it will not hold the Indiana Renaissance Faire, nor the Sister Cities Associations of Fishers, and/or the affiliates liable in the event of loss or damage before, during or after hours of the event. Vendor agrees to pay all costs necessary to indemnify, defend and hold harmless the above named entities from all claims, demands, actions, attorney's fees, costs and expenses based on or arising out of any acts, omissions, fault or negligence of vendor or its principals, employees or other agents performing services under this contract.

Vendor also agrees to provide a Certificate of Insurance naming the Indiana Renaissance Faire as both an Additional Insured and Certificate Holder by July 31, 2018.

Print Name _____
Signature _____ Date _____

Please mail this application along with a check or money order for \$100 (\$150 if requiring electricity) made payable to the **Indiana Renaissance Faire** to:

Joseph Richardson
12439 Farley Drive
Fishers, IN 46038

You will be notified by email or telephone of your acceptance as an authorized vendor for the event within two weeks of receipt of you application.

Food Vendor Guidelines



This is our 14th year for the Renaissance Faire event. The food vendor area is a 15th and 16th century Renaissance Marketplace. The Faire strives to provide the public with the most authentic event possible and period style food. For that reason we ask that you abide by the following guidelines:

- *No modern logos or signage -*
- *All modern equipment must be behind booths or hidden*
- *Tents must appear to be authentic – No Logos*
- *A picture of vendors setup must accompany application (New Vendors Only)*
- *Signs and Menus should be appropriate to the period – (Wood planks written with paint)*
- *Clothing to be worn by personnel needs to be appropriate to the period – NO LOGOS OF ANY KIND*

Dates / Locations / Times

- ❖ The Faire is scheduled for Saturday, October 6 and Sunday, October 7, 2018
- ❖ The Faire opens at 10:00 am and closes at 6:00 pm both days
- ❖ Vendor setup is scheduled for 10:00 am Friday, October 5, 2018
- ❖ **THERE WILL BE NO SETUPS ALLOWED AFTER FRIDAY – ALL VENDORS MUST BE READY FOR BUSINESS BY 9:00 AM ON BOTH DAYS OF FESTIVAL**
- ❖ The Faire is located at Ruoff Home Mortgage Music Center, 146th Street and Olio Road, Indiana, IN

Registration and Application Fee

- ❖ All vendors must submit an application and have it approved by the Faire Committee. *There will be no walk-on vendors allowed*
- ❖ Completion of application is required for registration and must be accompanied by all fees due
- ❖ Applications and fees must be received by **July 31, 2018**.
- ❖ It is the responsibility of applicant to obtain all licenses and permits
- ❖ All vendors are responsible for payment of State and Local Sales Tax
- ❖ Each selected applicant will receive booth space as determined by the Faire Committee

- ❖ *The Indiana Renaissance Faire is a rain or shine event*

General Information

- ❖ **All booths must have a Renaissance appeal**
- ❖ Vendors must provide their own tents, tables, chairs, shade, lights, etc.
- ❖ All plastics, aluminum and metal **MUST** be hidden from sight including modern tables and chairs
- ❖ Vendors must display period appropriate signage clearly identifying food items and prices
- ❖ Vendors are responsible for their booth setup, tear down and all trash clean up of booth area
- ❖ **The vendor must provide water for cooking and cleaning;** hand washing stations will be provided
- ❖ No TVs, radios or amplified music will be allowed in booths
- ❖ Booth must be staffed at all times

Food Vendor Guidelines (continued)



- ❖ All pertinent fire codes, laws, ordinances and regulations pertaining to health, fire prevention and public safety shall be strictly observed. The Indiana Renaissance Faire Committee and the Town of Noblesville will not be liable in any manner if a Department of Health inspector closes a booth that does not comply with regulations.
- ❖ Vendors closed by an inspector will not receive a refund
- ❖ The decision of the Indiana Renaissance Faire Committee is final in all matters

Sales Records

- ❖ Your gross sales are subject to a 15% commission collected by the Faire Treasurer at the close of business each day.

Electrical Hook-ups

- ❖ A central generator will be provided for all electrical needs. A connection charge of \$50 for the 2 day event is due with the vendor application. Due to noise level issues, NO individual generators will be permitted.
- ❖ **ALL ELECTRICAL REQUIREMENTS NEED TO BE SUBMITTED WITH VENDOR APPLICATION.**
- ❖ Any vendor that does not have requirements on file may be denied connection to the generators

Setup / Teardown

- ❖ Setup may begin at 10:00 am on Friday, October 5, 2018 (rain or shine)
- ❖ Vendors must check in with the Food Chair upon arrival before setting up on Friday in order to receive your booth space, setup instructions and participant passes
- ❖ **Vehicles are allowed onsite for loading and unloading purposes only and must be off the site by 9:00 am on Saturday and Sunday**
- ❖ Vehicles will be allowed on site **only** after Faire closes and has been cleared of all guests
- ❖ There will be security Friday and Saturday nights so you may leave your booth, but please remove all items of value. The Indiana Renaissance Faire Committee, agents, employees, volunteers and the Town of Noblesville are not responsible for any loss or theft during the run of the Faire or setup/teardown
- ❖ Vendors must check in by 8:00 am on Saturday and Sunday in order to drive on to site. Arriving after 8:00 am requires unloading from the participant parking area
- ❖ Vendors must remain open during the scheduled hours of the Faire

- ❖ *Driving on Faire grounds may be restricted by Faire Committee due to field conditions*

- ❖ Teardown will begin after close of Faire on Sunday after 6:15 pm. Teardown must be completed by end of day on Monday

Food Vendor Guidelines (continued)



Garbage

- ❖ Vendors are responsible for keeping the area inside and outside of their assigned areas clean. If grease is used, you must dispose of it in sealed containers. Any unapproved dumping will result in a cleanup charge equal to time and materials; and vendor will be excluded from any future events

Parking

- ❖ Parking will be designated for vendors

Insurance

- ❖ Vendor must provide a Certificate of Insurance by **July 31, 2018**, naming the **Indiana Renaissance Faire** as both an additional named insured and certificate holder on your liability policy. A minimum of One Million dollars in General Liability is required. If your certificate is not on file with us, you will not be permitted to set up your booth