

15th Annual Medieval Festival of Courage
Coastal Grove Charter School Parent Organization
1897 S Street • Arcata, CA 95521 • (707) 825-8804 ex. 0

We look forward to seeing you at our 15th annual festival this year. As you know, our event offers children of all ages a multi-faceted glimpse into the daily life of a medieval village and market. This is a fundraiser for Coastal Grove Charter School Parent Organization as well as other participating schools and nonprofits. We are proud that the festival has grown over the past 14 years to be a fun experience for the whole family. Our annual attendance continues to increase year after year with lots of family fun at an affordable price. Festival dates are October 7th & 8th, 2017. Set up is on Friday 10/6 from 8:00 a.m. to sunset.

Please see our website with a description in detail of the many delights there will be this year. Again this year, Saturday will be for skill building, and Sunday will be a day of tournaments. Let us know if you want to participate in these events. We will be returning to Christie's Pumpkin Patch and Corn Maze in Blue Lake off Highway 299.

It is important to note the application due date is June 1, 2017 – no exceptions.

Please complete the vendor application and include a list of all the items you will be selling (if you are a vendor) as well as a photo of your items and booth. Every applicant must sign the release form. All forms must be filled out and returned with a check in order to reserve a space. ***No one will be allowed on-site unless all the forms are filled out and payment is received prior to arrival.*** This will assure a smooth transition for your arrival on-site for set-up on October 6, 2017. Please be sure to also include your gate list for check-in for your workers which will be smooth at the volunteer/vendor check-in booth each day. **There is no set-up on Saturday – all must be set up for the inspections by 9:00 on Saturday 10/7.**

Enclosed are the rules and regulations for the event this year. Please review them as some may have changed. If you have any questions, special needs or concerns, please call the school. Again, be sure to check our website at medievalfestivalofcourage.org. We appreciate your participation to create a fun family event for all ages.

If you have any questions or special needs, please give us a call.

Thank you.

Marianne Bithell
Vendor Coordinator

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Vendor Rules and Guidelines

1. All vendors are required to complete the application, gatelist and waiver forms and submit to school with fee *by June 1, 2017*.
2. Vendors, guilds, participants, volunteers, entertainers and employees will leave their space as they found it. **All trash will be self-hauled off the site.** Please remove it when you leave and do not put in festival trash receptacles. Festival site is farmland and should therefore not be contaminated with any invasive plants, liquids or trash. Please be respectful to the land.
3. **All booths must be open at all times during festival – 10:00 to 5:00.**
4. Vendors are responsible for their California Sellers Permit related to your sales.
5. All vendors and workers must be in appropriate costume attire.
6. **Booths must be decorated in medieval style.**
7. All Vendors/Guilds must provide their own tents/structures, tables, chairs, etc. Booth must look like a market booth from 6th century C.E. to 14th century C.E. Our festival represents a European Marketplace with vendors from all over the world. All booths must be decorated in an appropriate manner. All employees must be in costume when on the festival grounds during business hours. Please decorate pop-ups to add to the ambiance. Inside and out should be well disguised. Some ideas for material would be old wood, branches, burlap, leather, rope or anything natural. You can use drapes, curtains, sheets, tapestries, ribbon, greenery, flowers, plants, and wood to add atmosphere to your booth. Please avoid day glow colored items. See website for ideas.
8. All modern table surfaces should be completely covered. Any modern items such as coolers, camp chairs, and plastic storage boxes must be hidden out of site or covered in fabric.
9. Set up will be from 9:00 a.m. on Friday September 30, 2016 until dark.
10. All booths must be set up, in order and operating for the health inspector and fire marshal inspections on Sat. 10/1 by 9:00 a.m.
11. Each booth must have an approved fire extinguisher present for fire marshal inspection.
12. This is an outside event and vendors should be prepared for uneven ground. Be prepared for all weather conditions (**wind, rain or shine**). The area is subject to high winds so please stake your booth.
13. All hold-down stakes must be covered or flagged for safety purposes.
14. Access to the event will be closed to all vehicles after 9:00 a.m. **NO VENDOR PARKING BEHIND YOUR BOTH WITHIN THE FESTIVAL AREA.** This is a safety issue. Only special access vehicles with parking passes will be allowed to park at the front of the parking lot. All must park in the parking area during festival hours.
15. Please watch for pedestrians – especially children. Foot traffic is present at all times during the day and night.
16. On-site speed limit is 5 MPH.
17. After festival hours there will be quiet time from 11:00 pm until the following morning 7:00 am.
18. Camping on-site may be in your space or in designated camping area. No vehicles may be left in camping area during festival hours.
19. Camp fires must be in a contained fire pit subject to owner approval. Must have water next to pit in case of fire.
20. Vendor responsible for bringing all tools needed for set up. Recommend duct tape, twine, safety pins, & zip ties.
21. Minors under 21 years of age are prohibited from consuming, handling or purchasing alcoholic beverages.
22. All weapons are to be sheathed and secured at all times. Any weapons sold should also be sheathed and peace bound. Any person found brandishing a weapon without permission will be subject to immediate expulsion. Only trained entertainers or demonstrators with specified performance times may unsheathe their weapons only in controlled areas. Bullwhips are considered weapons.
23. No water balloons as these are a choking hazard for cattle and horses. No water guns allowed at the festival.
24. **Dogs are not permitted.** The festival site is a working ranch with cattle and horses.
25. Vendors, guilds, participants, volunteers, entertainers and employees agree to operate in compliance with all state, county and local ordinances.
26. We reserve the right to refuse service to anyone.



October 7th & 8th 2017 - Set up October 6th
This is a Rain or Shine Event!

Application Form for Vendor/Guild Encampments/Performer/School

Please return this completed form to the above address with payment in full to reserve your space before June 1, 2017. No applications will be accepted after this date – limited booth space. Please turn application in as soon as possible. Please contact vendor coordinator with any questions. All forms must be received for acceptance.

****No one will be allowed on-site for set up unless all paperwork is completed and fees received. ****

Returning Vendor Yes ___ No ___

Name/Organization _____

Contact Person _____

Address _____ Phone _____

_____ E-mail _____

Cell Phone _____ Website _____

California Resale # _____ Non Profit # _____

- A gate list with names of employees/volunteers/ members must be enclosed with this application.***
- All items and services must be listed here or will not be allowed to be sold.*** Please attach a list if necessary. We request no items be sold that are made of plastic as we market this event as a village where the items sold are hand-made and/or natural. If you feel there may be an exception, please contact us. Photos or a website of the items you will be selling must be enclosed along with your list of items for all vendors. Each application will be juried and reviewed. All applications must be received prior to June 1, 2017. Approved Fire Extinguisher is required in booth. ***Please describe booth/activity/items to be sold:*** _____

4. *All fees are for both days:* *all booths must fit within designated space

Guild Encampment - _____ 10X10 _____ 10X20 or larger (please indicate size)
*Please attach gate list **Guild Gate list max. # = 12** All non working Guild members must pay at gate!*

Entertainer/Performer - No fee, free camping on site. *The Entertainment Coordinator will contact you.*

Vendor _____ 10X10 = \$75.00 _____ 10X20 or larger = \$100.00 (please indicate size)
 (Circle type) Craft booth Food booth Clothing Jewelry Art Other _____

School or Non Profit _____ 10X10 = \$50.00 _____ 10X20 or larger = \$75.00 (please indicate size)

Demonstrator with Sales _____ 10X10 = \$50.00 _____ 10X20 or larger = \$75.00

5. Booth Space Dimensions: _____ Frontage x _____ Depth x _____ Height

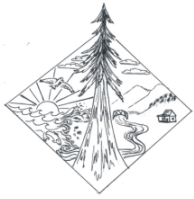
6. Number of Booth Spaces _____ Total Amount Enclosed _____

7. Camping on-site Yes ___ No ___

Water access is now in two locations – please ask for info. Must provide own electricity with a silent generator.

If your needs are different than this, please note on a separate piece of paper.

Cancellation notices received prior to August 1, 2017 will be refunded half of the application fee. There are no refunds for cancellations received after August 1, 2017. No applications taken after 6/1/17 – no exceptions. Please make checks payable to: Coastal Grove Charter School Parent Org. No one will be allowed on-site 10/6 unless all forms and fees are received prior to arrival.



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October 7th & 8th, 2017

Set-up October 6, 2017

Requirements • Agreement/Waiver/Release

Event Business License - We are located in Humboldt County outside of the City of Blue Lake city limits and therefore **do not** require a business license.

Sellers Permit - You are required to have a California Seller's Permit prior to participating in the Medieval Festival if you are selling items. Applications may be downloaded from the BOE website at <http://www.boe.ca.gov/pdf/boe400spa.pdf>.

Food Vender – Requires a permit from the Humboldt Co. Environmental Health Department. Please contact the Food Vendor Coordinator for information packet.

All booths and workers must be ready for inspection by 9:00 a.m. Sat 10/7/17.

By my signature on this document I am submitting, I agree that I have informed my crew, volunteers, and/or staff members who will be attending the Medieval Festival of Courage of the rules and guidelines and we agree to be bound by these rules, requirements and participant waiver. All vendors, entertainers and participants consent to the use of their names, pictures, images, recorded voice or music, and those of employee, volunteers and agents of the Medieval Festival of Courage, its assignments and licenses in connection with the event and without inspection for such purpose and commercial or promotional usages.

WAIVER & RELEASE FOR PARTICIPATION IN THE MEDIEVAL FESTIVAL OF COURAGE

In consideration for being permitted by the above organizations to participate in the above activity, I hereby waive, release, discharge any and all claims for damages for personal injury, death, or property damage which I may hereafter accrue as a result of my participation in said activity. This release is intended to discharge, in advance, the above organizations (their officers, employees, agents, and volunteers).

I understand that the above activity may be of a hazardous nature and/or include physical and/or strenuous exercise or activity; that serious accidents occasionally occur during the above activity; and that participants in the above activity occasionally sustain mortal or personal injuries and/or property damages as a consequence thereof. Knowing the risk involved, nevertheless, I have voluntarily applied to participate in said activity, and I hereby agree to assume any and all risks of injury or death and to release and hold harmless the above organizations (their officers, employees, agents, and volunteers) who through negligence, carelessness, or any other act or omission might otherwise be liable to me. I further understand and agree that this waiver, release, and assumption of risks is to be binding on my heirs and assigns.

I further agree to indemnify and to hold the above organizations (their officers, employees, agents, and volunteers) free and harmless from any loss, liability, damage, cost, or expense which they may incur as a result of any injury and/or property damage that I may sustain while participating in said activity.

I have carefully read this agreement, waiver, and release and fully understand its contents. I am aware that this is a release of liability and a contract between myself and the above organization, and I sign it of my own free will.

X _____
Signature

Date

X _____
Printed name

Title

