

Greetings from Big Bear,

Welcome to the 7th annual Big Bear Renaissance Faire. 2007 was the start at our new home, and we look forward to those returning and those joining us for the first time, to enjoy the 2nd year there! We are going to be make some change to the lay out as we try to learn from each year experiences and now that we have a long term lease we have a bit more latitude to do the thing we feel will make the site even better. The Faire will be Aug. 9th, 10th, 16th & 17th 2008.

Our faire is a production of the Big Bear Valley Renaissance Society, Inc., a non-profit, educational corporation. Lynda McGinnis chose to form a non-profit corporation to pursue her goals of providing educational funds directly to students and teachers. To accomplish this, all profits outside of those to maintain Faire are devoted to education. Those of us working with Lynda share her dreams and goals of better education here in our valley, and with these goals in mind we have decided that all of the Big Bear Staff will donate their time and receive no payment.

Our Faire held a High School Shakespearean Competition last year which was very successful. The winners of the competition, one male and one female, receive \$500.00 scholarship. We look forward to sponsoring this event as we have seen so many talented kids over the year's and giving away money is what we do best.

We opened our new Dragunear's Garden at the 2006 faire, which was shady and I believe well received by the members. We are still accepting membership to the Dragunear's so we hope you'll consider it. All membership dues go into the property fund as we are hoping to purchase our current site!! (All donations welcome)

We hope you will be able to join us at our Faire this year. We hope to create the kind of atmosphere that makes coming to our Faire a truly enjoyable experience that you anticipate year after year. To help accomplish this and as a thank you for your attendance and support we would like to offer the following:
Low cost advertisement in our program.

Also, as those of you returning know, and those coming for the first time may have heard, we have some specific fire requirements which met by all participants. You need to read and sign the fire department requirements BEFORE you get here!! All fire requirements WILL be checked by the fire inspector and if they are not met, you will not be allowed to stay. As you all know we narrowly escaped disaster here in Big Bear in the fall of 2003 and again in 2007, so I know you will ALL UNDERSTAND why we are so fire conscious here. Please read & follow ALL guidelines, be prepared to show all paperwork required. Thank you in advance for your co-operation.

It has been brought to my attention that some vendors do not read the application before signing and sending it in. That created a little problem and some hard feeling last year, when we had to "remind" a few people of what their contract said and even bring it out to show them what they had signed. Please remember that there is a reason for these applications, I try to cover everything in them. I know it's lengthy, but better lengthy now so you don't have any surprises later.

Please carefully read the application as it has lots and lots of information, and we really need the specific information we ask for, to be able to best meet your needs. Please remember to be specific on what your special needs might be as there will be ABSOLUTELY NO changing of spaces after the site plan has been finalized. The City will not allow ANY changes, so be specific or be prepared to take what you get!!

THERE IS NO WATER OR ELECTRICITY AVAILABLE ON SITE!!

I look forward to seeing all of you at our Faire.

Anon,

Lady McGinnis

909-585-7825

Demonstrations - We will give demonstrations: • Yes • No We demonstrate:
• Black powder • Cooking over flame • Live Steel • Other _____

Teaching - We teach _____
Do you charge patrons for this service? • Yes • No If yes, how much? _____

Entertainment - Our guild has: • musicians #____ • singers #____ • dancers #____ • Other _____ #____
Any details _____

Guild entertainers may have the opportunity to perform at weddings for a rate set by the BBCRF + hat privileges.

Gate Pass Policy

Each guild may receive up to 30 free passes after submitting a completed gate list. 25 additional passes are available at \$6 per ticket pre-purchase only. Please use these passes and discounted tickets for your guild members only. No duplicates for lost or missing passes will be issued during the event. Tickets should be picked up by the guild master at check-in for distribution to the guild. If someone other than the guild master is to pick up the passes we need their name ahead of time.

Straw Bales – Two bale of bales will be available at no charge for your use. If you need more there will be a rental fee of \$7 per bale. If you need straw bales please tell us the #_____ of bales needed and describe what they are needed for: _____

Camping Fee	Camping in the guild encampment is free.
Bale Rental fee \$9.00 per	\$ _____
1 vehicle per campsite Dry in parking lot \$40.	\$ _____
Ad in Program 6-15-08	\$ _____ For larger ads please call or email Vendor Director
\$60 business card size	Lynda McGinnis – Ads will be on the guild listing page.
TOTAL FEES	\$ _____

I have read all **Terms and Conditions** for faire Guilds and participants and I agree to comply with them. I understand that failure to do so may result in my expulsion from the faire without refund of any fees and I may be barred from future BBCRF/BBVRS, Inc events. *** I understand that fees are non-refundable. *** **Faire will be held rain or shine.**

I assume ALL and any responsibility for my guild and its encampment and will in no way hold the BBCRF and the BBVRS, Inc. responsible for theft, damage to, or loss of any items having to do in any way with my encampment, personal belongings, my person in general, or any persons belonging or persons in general in the guild or in the guild encampment at any time during all hours before, during, and after the official hours of the faire, or during set-up or take-down of the faire.

I hereby authorize the BBCRF/BBVRS, Inc. to use any and all audio and/or visual recording depicting my voice or person in period character or costume for promotional publication. This authorization includes but is not limited to photographs, audio tapes, video tape, slides and other recordings

I understand the number of gate passes listed in the rules is for the entire event. I understand that lost or missing passes will not be replaced.

I (WE) HAVE READ AND FULLY UNDERSTAND ALL PAGES OF THIS AGREEMENT INCLUDING THE TERMS AND CONDITIONS. I FREELY AND VOLUNTARILY AGREE TO ADHERE TO ALL TERMS AND CONDITIONS CONTAINED IN IT. Guild masters are responsible for informing all individuals on their participant list of the rules and regulations/terms and conditions of this agreement. Please sign and return these pages, including all items listed as required above and with all applicable fees. If your application is not accepted, any fees will be returned.

All guild members must sign a hold harmless agreement before entering the faire site.

Guild Master Signature: _____ DATE: _____

Total FEES Payment – for camping in the camping area or for program ads only. See fees above.

• Check in the amount of \$_____ After 7/15/08only cashier’s checks or money orders will be accepted.
• Credit Card # _____ Expiration Date _____
Cardholder Name _____ 3 Digit Code _____
Cardholder Signature _____

Returned check charge \$25 & the original fees by money order or cashiers check must be received within 2 weeks of notice.

When returning applications please remember to include

- Fully completed application
- Copy of your insurance
- Photos of encampment and costumes
- Check for Fees (if needed)

Mail Completed Application To:
 Big Bear City Renaissance Faire
 P.O. Box 3069
 Big Bear City, CA 92314
Fax 909-585-0220

Completing Your Application

General Information – Incomplete applications will not be accepted

Encampment Information – Photos for new guilds are mandatory. Remember when drawing your booth on the grid to include any ropes, stands, umbrellas, etc. set-up outside of your tents.

Preferred Location & Special Needs – Placement is by returning guilds, post-marked, first come/first served basis. If you have specific health needs please let us know. We will try to accommodate guild requests as best we can. There will be no space changes once the site layout is finalized.

Gate Pass Policy – Please fill and return your gate list as soon as possible. Passes are to be picked up at guild check-in and are to be distributed by the guild master or a guild member designated prior to the event.

Fees

- § Camping: at the designated camping area is dry with porta-potties. Please estimate how many people you will have. Camping fees include Friday, Saturday & Sunday nights. \$40 fee includes 1 vehicle on-site. No exceptions.
- § Straw bales requested & approved will be available on-site the day before the faire for pick-up. They must be returned to the same sight. Clean-up of guild broken bales is the responsibility of the guild. Any bales broken will need to be paid by the guild at \$7 per bale. Bale use for guild is free unless they are broken.
- § Program Advertising: for business card size is \$60 ad copy due no later than 6-20-08

Returned Check: charge is \$25 & the original fees by money order or cashiers check must be received within 2 weeks of notice to retain your site.

- § Fees may be paid by money order, cashiers check or credit card. Do NOT send cash.

Terms and Conditions - Please read all pages of the packet including the Terms and Conditions page before signing as guild master.

Please Remember List – Please use for a complete application.

Contact Information

Lynda McGinnis

lynda@bigbearrenfair.com

909-585-7825

909-585-0220 FAX

Big Bear Valley Renaissance Society, Inc.

P.O. Box 3069

Big Bear City, CA 92314-3069

Terms and Conditions

General Rules

1. All booths must maintain their own personal insurance for fire, property damage, and personal liability, inventory and equipment, BBPF/BBCRF AND BBVRS, INC. assumes no responsibility. Copies of their insurance must be sent with their application.
2. All booths must have a working fire extinguisher. 2-A:10-B:C IS THE **MANDATORY** SIZE REQUIRED. See addendum
3. Food Vendors must have all appropriate Health Certificates. THERE IS NO WATER OR ELECTRICITY ON SITE. PLEASE BE PREPARED.
4. Individual Faire Passes are required at all times on-site and to gain admission to the Faire site.
5. Camping is permitted within the booth or in the prepaid dry site camping area.
6. Vehicles will not be allowed to remain over night on the Faire site except in designated parking areas. Cars left on site are subject to towing at the owners expense.
7. Parking is allowed only in designated parking areas.
8. All weapons are to be secured and peace tied at all times. Anyone brandishing a weapon including bull whips will be subject to immediate expulsion from the Faire.
9. Minors under 21 years of age are prohibited from consuming, handling, or purchasing alcoholic beverages.
10. Under no circumstance are controlled substances allowed on Faire site. Anyone with these substances in their possession on Faire site is subject to immediate expulsion and/or arrest.
11. Smoking of any illegal substance is prohibited.
12. Drunkenness or unruly behavior will result in immediate expulsion from the Faire site – NO EXCEPTIONS!
13. Quiet time is 10:00 pm. Noisy parties are not allowed. We appreciate your help and consideration of others.
14. Animals must be vaccinated and well behaved. Animals left in the camping area must have food, water and shade, and they must be tied up. Otherwise Animal Control will be called. You **MUST** clean up after your animals.
15. Basic security will be provided during the event, but the BBPF/BBCRF AND BBVRS, INC. and its officers or agents are not responsible for any lost or stolen items.
16. Please keep your area neat and cleaned or you will be charged a cleaning fee.
17. Participants consent to the use of their names, pictures, images, recorded voice or music, and those of employees and agents by the Faire, its assignments and licenses in connection with Faire events and without inspection for such purposes and commercial or promotional usages.
18. BBPR/BBCRF AND BBVRS, INC. shall not be held liable for any losses or damage caused by power or equipment failure, or acts of nature.
19. If for reasons beyond BBPF/BBCRF AND BBVRS, INC.'s control, the BBPF/BBCRF AND BBVRS, INC. must be canceled or the date is changed, the BBPF/BBCRF AND BBVRS, INC. is not liable for any costs.
20. All facilities, materials, supplies and equipment used by the participants that belong to the BBPF/BBCRF AND BBVRS, INC. or its agents must be left in a clean, safe, orderly condition upon completion of the event. Failure to do so will result in a maintenance fee of \$50.00 per hour. Participants will be required to reimburse the operators for any and all repairs/damages to any facility which occur during the event which are caused by the direct action of any booth operator/owner and/or their agents. The participants are to notify the BBPF/BBCRF AND BBVRS, INC. if there is a problem with the facility or equipment prior to use.
21. The booth operators/owners agree to comply with all State, County and Local Ordinance and/or regulations.
22. Use of BBPF/BBCRF AND BBVRS, INC. logo. Participant understands and agrees that the Event "Names" and logos thereof are the service marks and trademarks of the Big Bear City Renaissance Faire, and such marks may not be used without express written authorization of the BBPF/BBCRF AND BBVRS, INC.

Causes for Expulsion – BBPF/BBCRF and BBVRSI management and security have final say in these matters. If expelled the booth must be closed immediately and removed after the Faire has closed.

1. Anyone who is obviously drunk or under the influence of drugs.
2. Anyone who is obviously handling or brandishing a weapon in a manner deemed dangerous by the BBPF/BBCRF AND BBVRS, INC. management or security.
3. Anyone criticizing or deprecating patrons. This includes criticism of costuming. If you wish to engage a patron in conversation about his or her costume, make positive comments only and do not offer "helpful" suggestions unless directly requested to do so by the wearer.
4. Anyone selling, distributing or wearing illegal goods or drug related items or items that imply drug use. This is a zero tolerance policy.
5. According to the weapon laws, any vendor selling weapons to minors.
6. Anyone passing the hat without the appropriate license.
7. Anyone stealing.
8. Anyone caught entering or leaving a booth or campsite after hours without permission.
9. Anyone behaving improperly with a minor. Minors are not allowed in booth back areas, guild or entertainment encampments except accompanied by an adult.
10. Anyone not complying with any booth or costuming criteria.
11. Anyone arguing with the management or security.
12. Anyone distributing passes or discounted tickets to non-guild members.
13. Anyone breaking the above listed rules.

Adults responsible for minors will be expelled with any minor in violation of the rules.

Booth & Display Criteria

Location

§ Participants agree that once booth space is assigned by the BBCRF NO changes are permitted.

Booth exteriors:

- § Made from aged wood, wood lattice, shingles, canvas or woven natural-fiber fabrics, i.e. unbleached muslin, burlap, canvas, cotton, duck.
- § New wood must be weathered
- § No neon colors. Use earth tones
- § Acceptable patterns: herringbone, stripes, plaids or tapestry
- § Tables & chairs – all wood period preferred, all others need to be covered with cloth
- § Shade covering is recommended. We are closer to the sun with clear air and it is easy to sun burn.
- § Shade covers must resemble fabric. No uncovered plastic shade covers or tarps, if it looks shiny it must be covered on top and underneath.
- § No uncovered metal or pvc poles. EZ ups metal under the canopy also must be covered.
- § Sidewalls are not required, however back walls are necessary to mask backstage areas
- § No radios, TVs or amplified music allowed.
- § Market Umbrellas: Natural fiber, appropriate color with wooden poles and struts will be allowed
- § Plastic, printed, polyester fringe, metal poles and struts on umbrellas will not be allowed

Displays and Signage:

- § No plastic
- § Pegboard displays – pictures of all pegboards are required and must be pre-approved. Photos are mandatory.
- § Wire racks are discouraged
- § Wood and glass jewelry cases are permitted, but no other glass shelves or displays are allowed. Mirrors are okay.
- § Clothiers may use metal display inside the booth (poles, racks, hangers). These are discouraged.
- § All displays visible from the street must be made of natural materials.
- § All freestanding racks, umbrellas, shelves, and displays outside the booth must be included on the booth perimeter plan or be subject to removal
- § Signs must be made from: wood, cloth, clay or other natural materials
- § No paper signs except small price tags

Storage:

§ Backstage storage space is not guaranteed. If it is not included in your booth perimeter plan, all cartons, containers, ice chests, and other paraphernalia may need to be stored in your booth and properly covered.

Power:

- § No electricity will be available
- § No generators during faire (food vendors please talk to vendor coordinator Lynda McGinnis)
After hours generators must be pre-approved and not allowed after 10 pm.

Costuming Criteria

- § All booth personnel must be fully costumed in Renaissance garb during faire operating hours. Fully costumed means period skirt or breeches, period blouse or shirt, period bodice or jerkin preferred, period footwear.
- § Hair should be covered by a hat or garland (muffin cap, snood, biggins, or flat cap)
- § No modern clothing allowed in any booth during Faire i.e. sunglasses, baseball caps, T-shirts, shorts, levis, etc.
- § Costuming help will be available on the BBCRF website. On line sites and booklets are also available.

Faire Set-up and Break-down

- § Faire hours are 10 am to 6 pm Saturday and Sunday. All booths must remain open during these hours.
- § Digging holes or tying things to trees must be pre-approved by the BBCRF and is not encouraged.
- § No open flame. (food vendors please talk to vendor coordinator Lynda McGinnis)
- § Set-up is 8 am to 10 pm Friday, Aug. 8, 2008. Set-up is 6 am to 8:30 am, Saturday, Aug. 19, 2008.
- § **Vendors arriving after 10 pm on Friday will have to wait until Saturday morning to set-up .**
- § Vehicles will be allowed on site during the above listed set-up hours. Vehicles still on-site after 8:30 am on Saturday, Aug 10, 2008 are subject to towing and expulsion at the owners expense.
- § Break-down is from 6:30 pm on Sunday, Aug 17, 2008 until 10 pm, and from 7 am to 10 pm on Monday, Aug 19, 2008.
- § Vehicles will be allowed on site during the above listed break-down hours.
- § BBCRF AND BBVRS, INC. reserves the right to delay vehicle access if additional time is required to remove patrons.
- § Straw bales must be returned to the area they were picked-up at.
- § After breakdown all of your booth area and camping area must be cleared of all trash, litter and debris.
- § Dumpsters will be provided. **Do not use the small trash receptacles set up for patrons use. If you do not take your trash to the dumpster you will lose your cleaning deposit.**
- § Provided your sites are clean and straw bales returned, your cleaning deposit check will be shredded . provided a **No deposits will be refunded on site.**

Big Bear City Renaissance Faire Aug. 9th, 10th, 16th & 17th 2008.

Guild or Group Name _____

Guild Master/Group Leader _____

All guilds/groups members will be issued a numbered ID Band. It is the responsibility of the Guild Master/Group Leader to insure that all their members are properly identified. Faire Ids will be issued for those names listed below only. Photo I.D. required to pick up entrance pass.

30 Free Passes Available for Guild Members Only	25 Tickets available at \$8 per ticket for guild members only
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
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18.	18.
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20.	20.
21.	21.
22.	22.
23.	23.
24.	24.
25.	25.
26.	
27.	
28.	
29.	
30.	

FIRE DEPARTMENT REGULATIONS

1. All applicable codes and ordinances shall apply, including but not limited to, the Uniform Fire Code; California Code of Regulations, Title 19; and those portions of California Code of Regulations, Title 24, adopted by the State Fire Marshall. These will be posted on the web site.
2. All tents & canopies **MUST** be composed of, or treated with **flame retardant** treatments. Proof of this must be made available to the fire inspector at time of set up. (See regulations, article 32 section 3207, for further info)
3. A minimum 36” separation shall be provided between tents/canopies/pavilions.
4. Each vendor shall have a minimum of one 2-A:10-B:C fire extinguisher, mounted in a visible and accessible location and no higher than 5’. Each fire extinguisher shall have a current California State Fire Marshal service tag and not be over 12 years of age.
5. **A Fire Department permit will be required for open fires such as a fire ring, camping stove, candles, etc. Fire Department permits shall be obtained a minimum of seven working days prior to proposed event. For specific information on permit requirements, the applicant may call the Fire Department at 909-866-4878.**
6. Straw/hay used inside canopies/tents/pavilion shall be required to be treated with an approved fire retardant, subject to testing by the Fire Department.
7. **If extension cords/generator are proposed for use an electrical distribution plan shall be submitted to the Fire Department for review and approval a minimum of seven days prior to event. Electrical wiring installation shall be in accordance with the National Electrical Code.**
8. The use of black powder or other pyrotechnic materials will require a Fire Department permit. Requests for a pyrotechnic permit shall be obtained a minimum of seven working days prior to proposed event. For specific information on permit requirements, the applicant may call the Fire Department at 909-866-4878.

If you have any questions, comments, or concerns please feel free to contact either myself on my cell, 951-202-2232 or Mark of the Fawnskin Fire Dept., at 909-866-4878.

Signature _____ Date _____

Please print Vendor/Guild name _____