

Greetings from Big Bear,

Welcome to the 1st annual Big Bear Pirate Faire. The Faire will be June 3<sup>rd</sup> & 4<sup>th</sup> 2006. We hope to incorporate fun and history and the love of our lake into this Faire. The faire site will be on the lake and the pirate ship 'Time Bandit' from the movie of the same name will be involved with us to make this a memorable week-end for all. There will be treasure hunts on both Land and Sea (lake) as well as the availability for guest to go for a sail on the ship. Ship to shore battles will delight the watching crowds as will the shore and village scrimmages. By all accounts, an exciting time for all ages. There is much in the planning stages and we will keep you informed on the web site.

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.

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.

Camping on site.

Also, as those of you returning (from our Ren Faire) 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, 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



Preferred Location & Special Needs. **THERE IS NO WATER OR ELECTRICITY AVAILABLE ON SITE!!**

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**Products and Services**

Food Vendors: Specify Type: \_\_\_\_\_

- **Menu must be included AND PRE-APPROVED**

Menu items must be pre-approved. You will not be allowed to sell items that have not been approved. Please save yourself and the faire committee embarrassment by following this rule. The two items you will **NOT** be allowed to sell are **WATER AND SODA OR LEMONADE.** The reason for this is these items are donated to the kids to sell for there fund raiser. We appreciate your cooperation with this. You may of course sell other beverages such as tea, coffee, lemonade, etc.

**PLEASE REMEMBER IF YOU ARE GOING TO USE A GENERATOR YOU MUST CONTACT THE CITY FOR A PERMIT. THIS MUST BE DONE 15 DAYS BEFORE THE EVENT. YOUR CONTACT PERSON IS PHIL MOSLEY 909-866-5831 OR EMAIL HIM @**

**[pmosley@citybigbearlake.com](mailto:pmosley@citybigbearlake.com)**

If you intend to share generators with another booth, please make sure you included that in your application so we know to put you together. You must also included that information on the city plan to Phil Mosley. It is the responsibility of the generator owner to file the permit with the City.

**Remember that any City or Fire department issues that are not handled before the start of faire are cause for expulsion.**

**Health department permits must be obtained by food vendor. These must be applied for one month before the faire. If not, there are penalties charged by the county.**

**Gate Pass Policy**

Maximum allotments:

10x10 = 5      10x15 = 6      10x20 = 7

Passes become your responsibility upon receipt.

**No duplicates for lost or missing passes will be issued during the event.** Additional tickets are available @ \$8 per ticket.

<b>Participant Gate List – Please print or type</b>	
1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____
7.	_____

**Booth Space Fee** \$ \_\_\_\_\_

As per size marked above

**City Vendor Fee** \$ **10.00**

**Earlybird Discount 5%** (received by 2-15-06) \$ \_\_\_\_\_

**Late Fee** Add \$25 if postmarked after \$ \_\_\_\_\_

3-15-06 **Add \$50 if after 4-15-06**

**Camping Fee** \$ \_\_\_\_\_

1 vehicle per campsite Dry in parking lot \$40.00

**Straw Bale Rental** \$ \_\_\_\_\_

\$7 per bale – non-refundable

**Ad in Program 4-20-06 cut off** \$ \_\_\_\_\_

\$60 business card size

For larger adds please call or email Vendor Director  
Lynda McGinnis

**TOTAL DUE** \$ \_\_\_\_\_

I have read all **Terms and Conditions** for faire vendors 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 my fees and I may be barred from future BBPF/BBCRF/BBVRS, Inc events. \*\*\* I understand that booth fees are non-refundable. \*\*\* Faire will be held rain or shine.

I assume ALL and any responsibility for my booth and all items used to exhibit said items and will in no way hold the BBPF/BBCRF and the BBVRS, Inc. responsible for theft, damage to, or loss of any items having to do in any way with my booth, booth space, personal belongings, my person in general, or any persons belonging or persons in general manning my booth 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 BBPF/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 by booth size 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.** Booth owners are responsible for informing all individuals on their participant list of the rules and regulations/terms and conditions of this agreement. All booth participants must sign a hold harmless 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, your fees will be returned.

**Vendor Owner Signature:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Vendor Owner Signature:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Total FEES Payment**

- Check in the amount of \$ \_\_\_\_\_ **After 4/15/06 only cashier's checks or money orders will be accepted.**
- Credit Card # \_\_\_\_\_ Expiration \_\_\_\_\_

Date \_\_\_\_\_

Cardholder Name \_\_\_\_\_

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
- Menu
- Photos
- Check or Credit Card Number for all Fees
- **Cleaning Deposit Check \$100.**
- **Resale # & a copy of your insurance MUST be included.**

<b>Mail Completed Application To:</b> Lynda McGinnis - Vendor Coordinator P.O. Box 3069 Big Bear City, CA 92314 Fax 909-585-0220
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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. A Fire Department permit shall be required for tents/pavilions greater than 200 square feet and canopies greater than 400 square feet. This includes tents/pavilions and/or canopies that are joined together which exceed the maximum allowable area permissible without a permit. **Requests for a tent permit shall be made to the Fire Department a minimum of seven working days prior to the proposed event. A separate permit shall be obtained for each tent/pavilion/canopy. The permit fee is \$77.00 payable to "City of Big Bear Lake Fire Department".** For specific information on permit requirements, the applicant may call the Fire Department at 909-866-7566.
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 909-866-7566.**
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 & the City 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 909-866-7566.
9. **No** smoking will be permitted inside the event site. A designated smoking area, subject to Fire Department approval, shall be provided near the front entrance. The smoking area shall be clearly identified. Non-combustible buckets, containing sand or water, shall be provided for the disposal of smoking materials. "No Smoking" signage shall be prominently displayed throughout the event site.

If you have any questions, comments, or concerns please feel free to contact either Michelle Caldwell or John Morley at 909-866-7566.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please print Vendor/Guild name \_\_\_\_\_

**PLEASE RETURN PAGES 1 -5 ONLY.**

## Completing Your Application

General Information – Incomplete applications will not be accepted

Product Information - For the benefit of all vendors and patrons a balance of all goods for sale is necessary. A complete list of items to be sold is required. Anything not included cannot be sold

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

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

Gate Pass Policy – only fill-in the number of names you are allowed as per your space fees. Passes are to be picked up at vendor check-in and are to be distributed by the vendor prior to the event.

### Fees

- Booth Fees: are determined by booth size. Booth fees are all inclusive – no additional percentage charges.
- When you have drawn an accurate plan of your space, count the squares and use the box to the right to calculate your fees. You will not be allowed any displays, hay bales, or other items outside your booth perimeter unless you have counted that additional space in figuring your booth fee. If you want additional space for a walk around booth, it cannot be guaranteed if you didn't include that space in your calculations..
- Camping: is dry with porta-potties. Please estimate how many people you will have. Camping fees include Friday, Saturday nights. \$20 fee includes 1 vehicle in parking lot. **NO EXCEPTIONS.**
- Straw bales: ordered will be available on-site the day before the faire for pick-up. They must be returned to the same sight. Clean-up of vendor broken bales is the responsibility of the vendor.
- Program Advertising: for business card size is \$60 Ad copy must be received before 6-20-06
- 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.
- Cleaning Deposit Checks: A separate check for your cleaning deposit must be included. \$50 for Craft and \$100 for food. Include a self-addressed stamped envelope if you would like your check returned after the faire. Otherwise it will be shredded.

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

Please Remember List – Please use for a complete application.

State Resale Permits and Health Certificates must be displayed in your booth. County and Faire officials will be checking.

## Terms and Conditions

### General Rules

1. All booths must maintain their own personal insurance for fire, property damage, and personal liability, inventory and equipment, 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 Cigars & Cigarettes is prohibited except at designated smoking areas.
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. No animals on Faire site. Medical help animals are the exception but only with prior approval. Animals left in the camping area must have food, water and shade, and they must be tied up. Otherwise Animal Control will be called.
15. Basic security will be provided during the event, but the 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. 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 BBCRF AND BBVRS, INC.s control, the BBCRF AND BBVRS, INC. must be canceled or the date is changed, the 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 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 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 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 BBCRF AND BBVRS, INC.

### **Causes for Expulsion – BBCRF 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 Anyone handling or brandishing a weapon in a manner deemed dangerous by the 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. 11, 2006. Set-up is 6 am to 8:30 am, Saturday, Aug. 12, 2006.
- **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 12, 2006 are subject to towing and expulsion at the owners expense.
- Break-down is from 6:30 pm on Sunday, Aug 20, 2006 until 10 pm, and from 7 am to 10 pm on Monday, Aug 21, 2006.
- 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.
- Provided your sites are clean and straw bales returned, your cleaning deposit will be mailed to you within two weeks of the end of faire, if you provided a self-addressed and stamped envelope with your application. **No deposits will be refunded on site.**