



**Deerfield Vendor Application
2016 Season
FOOD VENDORS**

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APPLICATION INSTRUCTIONS:

Step 1: You will need to gather all of your booth information, names and dates of births of workers, insurance information, photographs, etc.

Step 2: Fill out all of the Necessary pages of this Application Package as explained on the next page. You will be responsible for: 1) Application, 2) Contract, 3) Vendor Pass Registration, 4) Camping form if applicable, 5) Insurance Certificate with correct verbiage, 6) Health Inspection passing and paying to Health Dept.

Step 3: Submitting your paperwork!

SUBMITTING YOUR PAPERWORK:

Please make sure you complete this Application Package in its entirety, and submit electronically to: LR@ren-fest.com. In the title of the Email message, type: "2016 Food Vendor Application" Followed by your booth name.

Once you submit your paperwork electronically, you are responsible for submitting your payment of booth fees and/or camping fees separately either over the phone, via credit card or by sending a check in U.S. mail prior to the check deadline.

If for some reason you are unable to Email your application, you may mail it to us along with your payment to:

**Florida Renaissance Festival, Inc.
800 N.W. 57th Place
Fort Lauderdale, Florida 33309**

Please note: applications received via Email will be processed much quicker than applications received by mail.

IMPORTANT CHANGES TO NOTE: 1) Vendor Pass Registrations are REQUIRED in ADVANCE with dates of birth completed. Please submit this with your application, 2) Security Deposits are REQUIRED by every vendor each year unless Rolled Over; and will be refunded upon request at the conclusion of the festival via U.S. mail in the form of a check, 3) If there is a balance for booth fees OR camping at the time of check-in, no one will be issued an I.D. pass, allowed to camp or set up.

If you have any questions regarding the formal or contents of this Application, feel free to contact the Administration office at (954) 776-1642.



HELPFUL CHECKLIST:

To ensure that you have all of the required materials submitted, we have provided you with this Checklist! This is what our Office staff will use when checking in vendors! Please make sure you have completed and attached all of the required forms, listed below.

If you have any questions concerning this Application package, please call the Festival Office at (954) 776-1642.

- Payment for Booth Fees
 - Paying by Check: **Please make checks payable to Florida Renaissance Festival, Inc.**
 - Paying by Credit Card: Please submit a Credit Card Authorization form in order to process a payment with Visa or MasterCard or DiscoverCard! You will have to execute a physical receipt when you arrive for check-in as well.
- Application
- Contract aka “Agreement”
- Vendor Pass Registration Form for Booth Employee I.D. (Attached; Required by ALL vendors)
- Camping Form if staying in Campground (Attached; Required by ALL vendors)
- Certificate of Insurance, of \$1,000,000.00 comprehensive general liability insurance naming Florida Renaissance Festival, Inc. and Bobby Rodriguez Productions, Inc. at 800 N.W. 57th Place, Fort Lauderdale, FL 33309 AND Broward County c/o Parks and Recreation Division at 950 NW 38th Street, Oakland Park, FL 33309 (ALL THREE) as both Additional Insured and Certificate Holders. Each entity must be accompanied by their corresponding address. A Sample Packet for instructions is attached.
- Broward County Vendor Permit Application (Please submit this Application directly to the County) at DFrankle@Broward.org along with a copy of your Certificate of Insurance.
- Please have \$105 ready for the State Health Inspector who will be inspecting all food booths on opening day. Cashier’s check or money order only. Please check with Administration as to the date of the inspections for 2016. **Please make payable to Florida Dept. of Business & Professional Regulation**



APPLICATION

Full Name	Business Name
Address	City, State, Zip Code
Contact Telephone Number	Alternate Contact Telephone Number
E-Mail Address	Business Website
PREFERENCES: _____	

Booth #1:
ENTER YOUR EXACT BOOTH SIZE (Not including Side Ropes): _____ (Frontage) x _____ (Depth)
If your booth space requires Side Ropes, Please state how many Additional Feet here: _____ Feet

Standard Booth Space	12	x	12 = \$2,500.00	_____
Additional Frontage	_____	x	\$135.00 per foot	_____
Cart Fee	\$1,100.00			_____
Electricity	One 110v, 15 amp outlet (Included)			_____
Additional Electric needs such as 220v with 30, 50 or 60 amps are \$350.00 per connection.				
Please specify: _____				

Booth #2:
ENTER YOUR EXACT BOOTH SIZE (Not including Side Ropes): _____ (Frontage) x _____ (Depth)
If your booth space requires Side Ropes, Please state how many Additional Feet here: _____ Feet

Standard Booth Space	12	x	12 = \$2,500.00	_____
Additional Frontage	_____	x	\$135.00 per foot	_____
Cart Fee	\$1,100.00			_____
Electricity	One 110v, 15 amp outlet (Included)			_____
Additional Electric needs such as 220v with 30, 50 or 60 amps are \$350.00 per connection.				
Please specify: _____				

Booth #3:
ENTER YOUR EXACT BOOTH SIZE (Not including Side Ropes): _____ (Frontage) x _____ (Depth)
If your booth space requires Side Ropes, Please state how many Additional Feet here: _____ Feet

Standard Booth Space	12	x	12 = \$2,500.00	_____
Additional Frontage	_____	x	\$135.00 per foot	_____
Cart Fee	\$1,100.00			_____
Electricity	One 110v, 15 amp outlet (Included)			_____
Additional Electric needs such as 220v with 30, 50 or 60 amps are \$350.00 per connection.				
Please specify: _____				

(Continued...)



Booth #4:

ENTER YOUR EXACT BOOTH SIZE (Not including Side Ropes): _____ (Frontage) x _____ (Depth)

If your booth space requires Side Ropes, Please state how many Additional Feet here: _____ Feet

Standard Booth Space	12	x	12 = \$2,500.00	_____
Additional Frontage	_____	x	\$135.00 per foot	_____
Cart Fee	\$1,100.00			_____
Electricity	One 110v, 15 amp outlet (Included)			_____
Additional Electric needs such as 220v with 30, 50 or 60 amps are \$350.00 per connection. _____				
Please specify: _____				

Booth #5:

ENTER YOUR EXACT BOOTH SIZE (Not including Side Ropes): _____ (Frontage) x _____ (Depth)

If your booth space requires Side Ropes, Please state how many Additional Feet here: _____ Feet

Standard Booth Space	12	x	12 = \$2,500.00	_____
Additional Frontage	_____	x	\$135.00 per foot	_____
Cart Fee	\$1,100.00			_____
Electricity	One 110v, 15 amp outlet (Included)			_____
Additional Electric needs such as 220v with 30, 50 or 60 amps are \$350.00 per connection. _____				
Please specify: _____				

Booth #6:

ENTER YOUR EXACT BOOTH SIZE (Not including Side Ropes): _____ (Frontage) x _____ (Depth)

If your booth space requires Side Ropes, Please state how many Additional Feet here: _____ Feet

Standard Booth Space	12	x	12 = \$2,500.00	_____
Additional Frontage	_____	x	\$135.00 per foot	_____
Cart Fee	\$1,100.00			_____
Electricity	One 110v, 15 amp outlet (Included)			_____
Additional Electric needs such as 220v with 30, 50 or 60 amps are \$350.00 per connection. _____				
Please specify: _____				

Clean-Up Fee (Mandatory) Refundable \$100.00 _____

*If you opted to have the 2015 Clean-up Fee "Rolled Over," eliminating the need to pay it in 2016,

Please select here:

TOTAL DUE:	\$ _____
TOTAL ENCLOSED:	\$ _____
BALANCE:	\$ _____

DEADLINE: Booth payment must be paid in full no later than 30 days prior to the opening day of the festival. After the deadline, no personal or company checks will be accepted; Cash or credit card payments only. *No Festival I.D.'s, Parking Passes or Booth set-up will be allowed until payment is received. **Checks need to be made payable to Florida Renaissance Festival, Inc.**





Food Vendor Agreement/Contract for the Florida Renaissance Festival

This Food Vendor Agreement (Hereinafter referred to as the “Agreement”) is by and between Bobby Rodriguez Productions, Inc. doing business as the Florida Renaissance Festival, a Florida corporation (Hereinafter referred to as the “Company”) and _____, (Hereinafter referred to as the “Vendor”) in consideration of the services and opportunities provided by Company to Vendor, the mutual covenants contained herein, and for good and valuable consideration, the parties hereto agree as follows:

1. **The Festival.** The Company will organize and conduct the Florida Renaissance Festival (Hereinafter referred to as the “Festival”) by securing the commitments of various artists, entertainers, game and activity concessionaries, as well as food and craft purveyors to attend and present their work, talent, game activity and other products to the public.
2. **Dates and Times.** The Company agrees to rent a space as designated above to be used for selling the Vendor’s food menu item(s) (Hereinafter referred to as the “Vendor Space”) on the following dates: February 13, 2016 – March 27, 2016, Weekends on Saturdays and Sundays including Monday, President’s Day, February 15, 2016 from 10:00 a.m. to Sunset, and 1 (One) School Day on Friday, February 26, 2016 from 9:30 a.m. to 2:30 p.m. The Vendor must be open and ready for business during all show days from open to close. Registration and set-up of all vendor booths will take place between Monday, February 8, 2016, and Friday February 12, 2016 from 10am - 4pm.
3. **Recordings and Photos.** The Vendor hereby waives all rights to photographs, audio and video recordings, and illustrations made in conjunction with the Festival and used for any purpose to include educational and promotional purposes, presently or in the future.
4. **Compensation.** The Vendor hereby agrees to pay the Company the below fees for participation in the Festival. Full-Priced Food Booth Fee, up to 12’ x 12’ space with a 12 foot frontage maximum, is \$2,500.00 (Includes State Tax) plus \$100 Refundable Clean-Up Deposit; Vendor will be charged \$135.00 (Includes State Tax) per frontage foot over 12 feet in frontage. For Food Booths, a \$1,500 Non-Refundable Deposit is due upon the signing of this Agreement, and the remaining balance is to be paid in full by January 1, 2016. Full-Priced Food Cart Fee, up to 4’ x 8’ space, is \$1,100.00 (Includes State Tax) plus \$100 Refundable Clean-Up Deposit. For Food Carts, a \$500 Non-Refundable Deposit is due upon the signing of this Agreement, and the remaining balance is to be paid in full by January 1, 2016. We accept Visa, MasterCard, and American Express Credit Cards, Cash, Checks or Money Orders. Please note that after January 5, 2016, only cash or credit card payments will be accepted.
 - a. The Vendor agrees to also pay the Company twenty (20%) of the gross revenues from the sale of all products during the Festival. **Vendor percentage form AND payment is to be submitted to the festival office within 20 hours of the close of each weekend, submitted directly to Linda Rodriguez, Jackie Rodriguez or Bobby Rodriguez (ONLY).**



5. **Additional Weekend.** A 7th Weekend is pending approval by the County. If it is approved, the Festival will be extended one additional weekend during March 26 and 27, 2016. If the Festival is in fact extended an additional weekend to 7 Weekends, participation for the 7th Weekend will become mandatory and part of this Contract; All participants, vendors, and workers will be required to participate in the 7th Weekend. The additional fees pro-rated for the 7th weekend have been reflected in this Agreement. In the event the Festival is not extended, the pro-rated amounts will be refunded to the Vendor following the close of the Festival.

6. **Menu Items.** The Vendor shall serve and sell only the food menu items pre-approved by the Company as listed in this Agreement. The Vendor agrees not to sell, attempt to sell or distribute any item that has not been previously approved by the Company. The Vendor agrees to only conduct sales from the frontage of the Food Booth; Sales or services from the rear or sides of the Food Booths are strictly prohibited. The Vendor agrees not to sell any beverages or liquids of any kind without the written consent of the Company.

a. Pre-approved food menu items: _____

b. The Vendor shall provide and maintain all necessary food service and equipment, a sufficient staff and a sufficient quantity of the above-referenced food items to serve and sell continuously through the time the event is in operation.

c. The Vendor shall provide the utensils necessary for the safe, sanitary and efficient consumption of its item(s) by customers.

d. The Company reserves the right to approve or reject any food items or snack items that Vendor may request to substitute for items listed in addendum.

7. **Health Inspections.** The Vendor agrees to be fully set up and prepared for health inspections by no later than Friday, February 12, 2016. The Vendor must have the Food Booth or Food Cart fully set up, including but not limited to all necessary equipment, and have a Money Order for \$105.00 (One Hundred Five Dollars) payable to the Department of Business and Professional Regulations (Hereinafter "D.B.P.R.") in advance of the State Health Inspection. If the Vendor is not fully set up by the aforementioned date and time, the Vendor agrees that it will not be permitted to set up or participate in the Festival thereafter and will forfeit all monies paid hereunder. The D.B.P.R. inspection fee of \$105.00, is payable by the Vendor directly to the inspector at the time of inspections. **NO CASH WILL BE ACCEPTED BY THE D.B.P.R.; ONLY MONEY ORDERS OR CERTIFIED CHECKS WILL BE ACCEPTED.**

8. **Rules and Regulations:** The Vendor and each individual member or employee thereof, agrees to abide by the Rules and Regulations including but not limited to, parking, pets, I.D. passes, etc. as published and stated by the Company, and acknowledges that a violation thereof may void this contract and may result in a forfeiture of any and all fees paid. The Vendor acknowledges that all booths must have Medieval/Renaissance style décor and signage to be approved at the Company's



discretion. There can be nothing modern visible to the patrons during the Festival. All modern features must be masked and hidden. The Vendor also agrees that a Booth Manager shall be designated as the person in charge of the Booth or Cart and said Manager shall be present on the premises and exercising supervision of the operation at all times in which the premises are open to the general public. There will be no generators, trailers, vans, or other such mechanical devices allowed unless approved by the Company in writing as part of this Agreement.

- a. **Tenting.** All booth tents must be flame-proof, whether cooking is to be undertaken or not, and evidence thereof must be available at all times. Copy of flame-proof or flame-retardant certificate must be submitted with this Agreement and/or produced upon request of the Company.
- b. **Fire Extinguishers.** The Vendor shall have and maintain in the booth at all times a fire extinguisher in good working order and in a size that is satisfactory to the applicable governmental agencies. A “K” fire extinguisher is required for food booths that conduct frying on the premises. Fire extinguishers must have a current State of Florida inspection tag displayed evidencing inspection and maintenance of the fire extinguisher. The Company contracts a fire inspection company which will be on site during registration week to inspect fire extinguishers and provide current inspection tags. It is the Vendor’s responsibility to coordinate to have its fire extinguishers inspected and tagged prior to the opening day of the Festival.
- c. **Tear Down.** The Vendor shall ensure that the food booth or cart is dismantled and clear of all food service equipment, inventory, and all trash by 11:00 a.m. on Monday following close of the Festival, subject only to such delays as are caused by acts of God, strikes, fire or other causes beyond the Vendors reasonable control, excluding intemperate weather. Equipment or other property not removed by the aforementioned deadline shall be deemed to be abandoned and may at the Company's option, become the property of the Company. The Vendor shall otherwise reimburse the Company for any and all costs and fees incurred in removing and/or storing any equipment or property, including a reasonable charge for overhead. Each Vendor booth or cart site will be inspected on Monday following close of the Festival, and if it is determined that the site was not left in acceptable condition or items were erroneously left behind, the Vendor will forfeit its Refundable Clean-up Deposit without any further notice of the Company, and may be prohibited from participation in the Festival in the future.
- d. **Trash Receptacles.** The Vendor shall not use the trash containers made available for customers’ use. The Vendor shall keep and maintain the premises and the attached or immediately adjacent grounds areas in a neat, clean and sanitary condition on a continuous basis during the entire duration of the Festival. The Vendor shall also furnish sufficient numbers of trash receptacles to service its own facilities, said receptacles to be maintained by the Vendor. The Vendor shall ensure that full trash bags are tied and placed behind the Vendor booth and out of sight of the general public at all times; untied and loose trash will not be picked up.



- e. **Applicable Law and Licensing.** The Vendor shall be solely financially responsible for any and all violations of disposal procedures established by local laws, Broward County and the State of Florida or any other governmental body having jurisdiction over the premises. The Vendor shall comply with all applicable Federal, State, and local laws and health ordinances. The Vendor shall obtain, at the Vendor's own cost and expense, and submit evidence thereof to the Company, all necessary permits, licenses, authorizations, and assurances necessary in order to prepare, serve, and sell food items for public consumption not less than one week prior to setting up on the Premises. It is the Vendor's responsibility to research all necessary permits.
9. In consideration of services provided by the Company, the Vendor hereby agrees, to the fullest extent permitted by law, as follows:
- a. TO WAIVE ALL CLAIMS that it has or may have against the Company and/or the Company's owners, directors, affiliates, operators, employees, agents and/or officers arising out of, and/or relating to, the Festival and/or use of the Vendor Space;
 - b. TO ASSUME ALL RISKS related to the use of the Vendor Space, and/or the Company's operation of the Festival, even those caused by the **negligent** acts or conduct of the Company, and/or its owners, directors, affiliates, operators, employees, agents, and/or officers;
 - c. TO RELEASE the Company and its owners, directors, affiliates, operators, employees, agents, and officers from all liability for any loss, damage, injury, or expense that the Vendor and/or its employees and/or agents may suffer to their person or property, arising out of, or related to, the Festival and/or use of the Vendor Space and to RELEASE Company and its owners, directors, affiliates, operators, employees, agents, and/or officers from all liability for any loss, damage, injury, or expense that any third party may suffer as a result of any incident which occurs within or proximate to the Vendor Space. The Vendor specifically understands that it is releasing any and all claims that arise or may arise from any **negligent** acts or conduct of the Company, its owners, directors, affiliates, operators, employees, agents, and/or officers, to the fullest extent permitted by law. However, nothing in this Agreement shall be construed as a release for conduct that is found to constitute gross negligence or intentional conduct; and
 - d. TO INDEMNIFY the Company, its owners, directors, affiliates, operators, employees, agents, and/or officers, from all liability for any loss, damage, injury or expense that the Vendor and/or any third party may suffer to his/her person or property, arising out of the Festival, and/or within, or proximate to, the Vendor Space.
10. **Insurance:** The Vendor shall furnish Company proof, by means of a Certificate of Insurance, of \$1,000,000.00 comprehensive general liability insurance naming Florida Renaissance Festival, Inc., Bobby Rodriguez Productions, Inc. at 800 N.W. 57th Place, Fort Lauderdale, Florida 33309, AND Broward County c/o Parks and Recreation Division, at 950 N.W. 38th Street, Oakland Park, FL 33309, as additional insureds. All three (3) entities MUST be listed as Certificate Holders and Additional Insureds, with their corresponding addresses. (A Sample Certificate of Insurance Package is attached for your reference. Please make sure your Certificate follows this format!)



- a. The Vendor shall obtain all insurance policies from companies that are licensed by and authorized to do business in the State of Florida;
- b. The insurance policies shall contain a thirty (30) day cancellation clause requiring written notice thereof to the Company; The Vendor shall present a hard certified copy of all such insurance policies to the Company, no later than December 1, 2015. The Vendor understands that he/she will not be allowed on-site or to set up without proper proof of insurance on file with the office. (Please see attached insurance regulations!)
- c. The Vendor must also be registered with Broward County to vend at the Festival. This is an annual registration and the form is included.

11. **Independent Contractor Status:** The Vendor, as an independent contractor, agrees to make all reports and returns for and to pay and arrange for payment of all Social Security and withholding obligations by and for the act and members thereof, due to the United States Federal Government and any State or Municipal Government.

12. **Personnel:** The Vendor understands that in order for anyone to be issued a Festival I.D. and/or Parking Pass, a Crafter I.D. Form must be properly completed, signed and submitted to the Festival office. This form is due no later than by December 1, 2015. No Festival I.D. or Parking Pass will be issued to anyone not listed on this form; it is the Vendor's responsibility to submit the appropriate names and information of all booth employees, and submit an Updated form to the Festival office should the information change. Any participant seeking to obtain a Festival I.D. must bring a valid State-Issued Driver's License or I.D. to Admin for registration.

13. The Vendor hereby acknowledges that it has read and fully understands this Agreement to be binding upon it. Vendor understands that no oral agreements or other representations shall be binding on the Company absent written agreement. Vendor understands that it may not assign any rights or obligations under this Agreement without the prior written consent of the Company. This Agreement shall be construed and governed in accordance with the laws of the State of Florida and Broward County, and Vendor agrees to submit to jurisdiction in the State of Florida regarding same.

14. Acceptance is not guaranteed, and dependent upon Review by the Company. Until said Acceptance, this contract is not binding.

AGREED TO, AND ACCEPTED BY: (Vendor/Food Booth Name: _____)

Full Name

Business Name

Signature

Date





Summary of Agreement

Description

Fees

Booth Fees – Up to 12 Feet Frontage

**\$2,500 (Includes State Tax)
+ \$100 Clean-up Deposit – Refundable**

\$2,600.00 Total

Each Additional Frontage Foot over 12 feet _____ x \$135.00 (Includes State Tax)

\$1,400 Deposit Due at Signing of the Contract for Regular Booths

Food Cart – Up to 4 x 8 Feet

**\$1,100 (Includes State Tax)
+ \$100 Clean-up Deposit – Refundable**

\$1,200.00 Total

\$600 Deposit Due at Signing of the Contract for Food Carts

NOTE: Gross Revenues - The Vendor agrees to also pay the Company twenty (20%) of the gross revenues from the sale of all products during the Festival.





Vendor Pass Registration

Booth Name: _____

Dear Crafter: You are required to complete this form with the information of all employees that will be working for you during the Festival. If an employee’s name and information is not listed on this sheet, the employee will not be issued an I.D. Pass or a Parking Pass – there are **no exceptions!** This sheet and any additions or changes must be accompanied by the Manager’s signature.

NOTICE: YOU MUST BRING YOUR STATE-ISSUED DRIVER’S LICENSE OR I.D. WITH YOU!!

Instructions: Please complete the form below for each individual that will need an I.D. Pass, including managers and booth owners. If you need additional space, please hand-write the information below or attach the list to this sheet.

Updates: If you need to make corrections, add or remove names, please submit the corrected form to Administration. It is YOUR responsibility to make sure the correct information is submitted to Administration. Only this form will be accepted; please do not submit emails, faxes, or letters without this form.

If this Form applies to BOTH shows, please specify: **Deerfield Show** **Miami Show**

<u>Participants Full Name</u>	<u>Date of Birth (Required)</u>	<u>Working more than 3 weekends?</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

By signing below, I acknowledge that the individuals above are employed by me. They have all read and agreed to abide by all Festival Rules and Regulations. I further acknowledge that I am responsible for their actions and conduct while they are on Festival property and will be held liable for any destruction, damage, etc. thereof.

Authorizing Signature (Owner only): _____ **Date:** _____



Participant Camping Form

Booth Name: _____

Instructions: Camping sites will be allocated on a first-come, first-serve basis, once payment is received. No sites will be issued until payment is received in full. Please note that electric is extremely limited, and no one will be allowed to draw more than 110 volts, 20 amps (special arrangements must be made in advance) – all extension cords must have a ground pin and must be at least 12 gauge. **Absolutely no electrical piggy-backing is allowed; doing so will result in dismissal from the Festival! 4 CAMPERS MAX PER CAMP SITE! Checks Payable to Florida Renaissance Festival, Inc. **ALL CAMPING FEES DUE UPON CHECK-IN****

Pets: All pets must have current vaccination records and must be registered with the Campground Manager.

NOTICE: SEE CAMPING RULES & REGULATIONS FOR CAMPING FEE SCHEDULE!!

Base - 1 st Person & Vehicle: Under 20'	\$275.00	Pets:	\$10.00
Base - 1 st Person & Vehicle: Over 20'	\$375.00	Storage Trailers: Under 20''	\$30.00
Each Additional Person (10 y/o & Above)	\$85.00	Storage Trailers: 20' & Over	\$40.00
Electrical: One 110v 15amp Outlet	\$375.00	Refundable Security Deposit	\$100.00
Electrical: One 220v 30amps or 50amps Outlet (limited availability first come first serve)	\$475.00		

Registration Information

Base Size	<input type="checkbox"/> Under 20'	<input type="checkbox"/> Over 20'	\$ _____
Additional People (@ \$85 each)	<input type="checkbox"/> None	<input type="checkbox"/> Yes: x _____	\$ _____
Electric	<input type="checkbox"/> None	<input type="checkbox"/> Yes: <input type="checkbox"/> 30 amps	\$ _____
Storage (circle one)	<input type="checkbox"/> None	<input type="checkbox"/> Under 20' <input type="checkbox"/> Over 20'	\$ _____
Pets (@ \$10 per site)	<input type="checkbox"/> None	<input type="checkbox"/> Yes: x _____	\$ _____
Refundable Clean-up Fee	<input type="checkbox"/> "Rolled Over"	<input type="checkbox"/> Not "Rolled Over"	\$ _____
Total Fees Due:			\$ _____

Primary Camper: _____ Name: _____ Cell: _____

Second Camper: _____ Name: _____ Cell: _____

Third Camper: _____ Name: _____ Cell: _____

Fourth Camper: _____ Name: _____ Cell: _____

Will you be making product at your campsite during the week? Yes No

Will this involve noise, sawdust, lights at night, etc.? (Please explain) _____



Festival Rules and Regulations

Please read carefully, there are changes from last year

CHECK IN: When you arrive, check in **FIRST** at the Administrative Office trailer next to the front gate. You will be asked to sign in and wait patiently until you are called (in order) to check-in. Management will check to see that 1) All of your required paperwork has been submitted, 2) We have your Certificate of Liability Insurance and it is correct, and 3) All of your booth fees are paid in full. Once you have been cleared, and everything is processed, you can be checked-in for booth placement, camping, photo I.D. and Parking Passes. **NOTE:** The booth must be checked-in and cleared before any employees will be issued Passes.

BOOTH PLACEMENT: Once your booth has been cleared for placement, you will be added to the "Placement" list where Mr. Rodriguez or his placement assistant will take you (in order based on this list) to your booth space. We will ask you for your telephone number to contact you in case of placement delays or in case you have wandered away and your turn has come up.

PHOTO ID's: Your Festival ID is required for admittance to the site. **DO NOT LOSE YOUR PASS.** A replacement I.D. is \$20.00, no exceptions. I.D.'s must be carried at all times. **IMPORTANT: Should we find that a Festival I.D. has been issued to an "employee" that is not actually working, a fine of \$100.00 will be charged to the booth owner or authorizing manager; A charge of \$100.00 will be issued for the I.D., no exceptions!**

IDENTIFYING SECURITY: ALL OF OUR SECURITY STAFF MEMBERS CARRY SECURITY TEAM ID'S. Please cooperate with these staff members! Persons carrying Security passes and Staff passes (Executive Staff members) are allowed all access when it involves Festival business.

VEHICLE PASSES: Only one vehicle pass per registered participant will be issued. You must show your photo ID to receive your pass. Please make sure that your Vehicle Pass is always visible on your dashboard or from your rearview mirror, **with your Name, Booth Name and Cell/Contact Phone Number visible.** If you are parked where you do not belong we will attempt to find you. If there is no pass displayed or readable, or we cannot find you, you will be towed at your expense! **DO NOT LOSE YOUR PARKING PASS,** as replacements are not available.

PARKING ON FESTIVAL DAYS: If you are not staying in our campground please try to car pool or get a ride. Participant parking will be easily accessible through the back gate, west of Powerline Road on the south side of Hillsboro Blvd. All vehicles must have a Parking Pass to get in the back gate and all people in the car must have ID's. There is **ABSOLUTELY** no parking in the campground unless you are a registered camper.

VEHICLE SITE ACCESS: NO SPEEDING! Speed limit of 5 MPH is enforced at all times. If you have on-site vehicle approval, please unload quickly and remove your vehicle promptly. Do not leave your vehicle on site any longer than is **ABSOLUTELY** necessary. **On Festival days all vehicles must be off-site by 9:00 a.m. and cannot re-enter until the Festival is clear of patrons (management's discretion).** During and after rain, vehicles will not be allowed on site. On Tuesdays and Wednesdays we will not have access to the Powerline Rd park entrance (main park entrance) as the park is closed on Tuesday and Wednesday. You will have to use the Hillsboro Blvd. entrance.

AFTER HOURS SITE ACCESS: *No one* is allowed on the Festival site after closing without a valid Festival ID. All after hour gatherings must have prior approval from Festival Administration and Security.



CAMPING: You **MUST** be registered to camp. Please send your Camping Registration form and payment **WITH** your other paperwork to ensure a spot – do not wait until checking-in at the festival! If you set up your campsite **BEFORE** registration and check-in you will be asked to tear down and move!

- **All fees are due prior to camping upon check-in with the administrative office.**
- Electricity is limited to 110 volts, 20 amps - All extension cords must have a ground pin and must be at least 12 gauge. No air conditioners! **ONE HOOK UP PER CAMP**
- Note: If you need more, you will need to request and pay for additional electric if available, in advance.
- Noise Policy - no noise after 10:30 PM! Please be courteous to your neighbors.
- Place your trash in a dumpster.
- Propane fills and trailer pumping are available; see your campground manager.
- Showers are accessible to registered campers only.

***PLEASE READ AND REVIEW NEW RULES AND REGULATIONS FOR CAMPING, EFFECTIVE 2015, REGARDING FEES, SHARING OF CAMPSITES, SPACAGE, ETC.**

INDIVIDUAL RIGHTS: You have the right to ask anyone walking through your camp for their pass. If they refuse or cannot provide them, call security immediately.

PETS: We have a NO PET on site policy. Pets are welcome in the campground area. They must be registered with the campground manager and have proof of vaccinations **BEFORE** you arrive. Pets must be on a leash at all times and must be cleaned up after. You must have adequate shelter, food and water at all times for your animals! There is a \$10 fee per pet per site.

GENERAL FESTIVAL GUIDELINES: Everyone is expected to work to support the Festival's Renaissance theme by maintaining period dialect, dress and decorum. When you are on site, you are on stage. Never break the illusion of the Renaissance in front of the patrons. All booth personnel including spouses, children and employees **MUST follow the costuming guidelines**. Fines will be assessed for violations. Nothing Modern will be allowed to be visible to patrons. Booths in the Festival must reflect the Renaissance Theme.

COSTUMING: All participants must work with the Festival to promote the illusion of traveling back in time to the Renaissance era by wearing period costumes, and using period tents or structures that conform to the walls to the ground program. All participants, including spouses, children and helpers must be dressed in an approved costume and speak in accent. The following restrictions apply but are not limited to: No watches, sunglasses, No facial piercings (except ears), No striped, neon or print fabrics, Men must wear a shirt, Hair must be of a natural color or covered (no purple, green, blue etc), No jeans, No T-shirts, halter tops, tennis shoes or combat boots, No purple, black should be limited, No bare feet, absolutely no smoking or cell phone use in view of the patrons. Failure to follow dress code will result in fines or removal from the festival!

SMOKING: Smoking on site during festival days must **NEVER** be done in the view of patrons. Keep it out of sight and do not leave your butts behind. **No exceptions!** You will be fined \$50 for non-compliance.

ALCOHOL/ILLEGAL SUBSTANCES: We have a **NO TOLERANCE POLICY** re: consumption of alcohol by participants during festival hours and use of non-prescribed drugs of any kind at any time. Disturbances resulting from "being under the influence" will not be tolerated. Anyone creating such a disturbance will become a guest of the Broward County Sheriffs' Department.



ANY PHYSICAL ALTERCATION WILL RESULT IN ONE, BOTH, OR ALL PARTIES INVOLVED BEING REMOVED FROM THE FESTIVAL *PERMANENTLY!*

PROFANITY: This is a family-oriented show. The use of profanity is *strictly* prohibited.

HOURS OF OPERATION: All booths must be open continuously from 10:00 AM until **the site has been cleared of patrons** on weekends, Monday President's Day, and from 9:30 AM until same on school days. **The Festival is rain or shine. Please be prepared to protect your product in case of inclement weather. You may NOT close your booth without consent of the producer!**

WEATHER: We are a RAIN or SHINE Festival. If the weather is severe enough that the Festival needs to close, the OFFICIAL WORD will come ONLY from Festival management. **DO NOT CLOSE YOUR BOOTH WITHOUT PRIOR NOTICE FROM THE PRODUCER!** Due to seasonal weather, all tents must be staked down.

PARADE: A representative from each craft booth is required to participate. The location and lineup time will be announced.

SIGNAGE: All booths are required to have visible *period style* signage. A painted or carved wood sign or a prominently displayed fabric banner (which could also be used for the parade), are recommended.

LOST AND FOUND: Found items should be taken directly to the Souvenir Booth inside of the Festival or given to Security personnel. Lost items will be stored in the Admin office trailer.

LOST CHILDREN: Should be taken directly to the nearest security staff member, or the closest info page stand with a radio. Radios are also located at pubs, soda booths, page stands and the information/souvenir booths.

PATRONS: This is a family show. PLEASE do not insult our patrons. If there is a problem with a patron, quietly report it to a security staff member or the closest staff member with a radio.

COURTESY: Please be considerate of other participants. Do not interrupt stage shows, musical presentations or bits.

OBSERVANCE OF LAWS: Everyone is expected to abide by all applicable laws, regulations, ordinances, Park rules (including, but not limited to, those relating to health, safety and fire prevention) and all instructions, rules and regulations provided by the Festival.

C.O.D.'s AND MAIL: There is no mail delivery at the Festival site. *We provide mail pick-up only as a courtesy.* The Festival will only accept C.O.D. deliveries if you leave payment in full with the Festival office staff. Pick up your deliveries promptly. **The Festival is not responsible for any packages left unattended. The Festival is not responsible for lost or stolen mail or mail delayed in transit.** Due to ongoing problems with the local Post Office, we do suggest you consider a PO Box. Any mail received after the festival closes will be returned to sender.

SPACE ASSIGNMENTS: Space assignments are at the sole discretion of the Producer.



INFORMATION TO SAVE:

Our business address is:
Florida Renaissance Festival, Inc.
800 NW 57th Place
Ft. Lauderdale, FL 33309-2826

Participant mail should be addressed to:
Your Name and Florida Renaissance Festival
c/o Quiet Waters Park
401 S. Powerline Rd.
Deerfield Beach, FL 33442

NO MAIL will be accepted at this address after the final festival day.

The following individuals are the Florida Renaissance Festival Department Heads. For assistance, please see the proper individual listed below:

Title	What To Contact them for	Name
Executive Producer	General festival concerns, booth space and placement issues, percentages, and all production questions.	Bobby Rodriguez
Finance and Human Resources Director	Vendor fees, percentages, booth balances and payments, hiring of Flarf staff, human resources director, booth director for Food, Beverage and Souvenirs, payroll, and general office and finance management.	Jackie Rodriguez
Finance and Office Manager	Vendor fees, booth balances and payments, website and advertising, contracting, general office and finance management, legal department of festival, ticketing.	Jackie Love
Finance, Office Manager & Crafter Director	Vendor applications and documents, insurance certificates, vendor fees, booth balances and payments, contracting, school day coordination and general office and finance management.	Linda Rodriguez
Production Assistant	Crafter and vendor liaison, volunteer coordinator, site crew support and expense tracking, equipment and rental coordinator.	Betty Spreen
Marketing and Sponsorship Manager	Cross promotions, group sales, marketing for festival, coordination and subscription of sponsors, pub crawl director, corporate courtyard management, campground director and office support.	Chris Schultz
Entertainment Director	All Entertainment inquiries.	Richard Weber
Sound Manager	All Sound inquiries.	
Site Crew Manager	All site inquiries once discussed with Bobby.	James "Skutar" Singleton
Security Manager	All Security inquiries.	Tommy Jones

