



Deerfield Vendor Application CRAFTERS & VENDORS 2017 Season

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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) Jury form, and 6) Insurance Certificate.

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: "2017 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.

RESERVING YOUR SPACE: Booth spaces will only be reserved once you have submitted your paperwork AND paid at least 50% of your total booth fees.

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. **FAST TRACK:** To avoid registration lines & delay, submit ALL paperwork and fees before January 27th and skip the lines!! It'll be the fastest and easiest registration yet! 😊

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 in order to process!
 - (*NOTE: NO checks accepted after January 4th – Cash or Credit Card only!)
- Application (***IMPORTANT:** Exact booth dimensions & tie down, location preferences & electrical needs!)
- Contract aka “Agreement”
- Vendor Pass Registration Form for Booth Employee I.D. (Attached; Required by ALL vendors)
- Employee Breakdown Sheet (For booths and Encampments with over five (5) employees only: Please submit the attached Employee Breakdown Sheet for approval)
- Jury Form (Must be updated yearly)
- Photographs of work AND booth (Must be updated yearly unless noted otherwise)
- Camping Form if staying in Campground (Required by anyone requesting a camping space)
- Certificate of Insurance, of \$1,000,000.00 comprehensive general liability insurance naming Florida Renaissance Festival, Inc., Bobby Rodriguez Productions, Inc. AND Broward County c/o Parks and Recreation Division as additional insureds. All 3 entities must be listed as additional insureds and all 3 must also be Certificate Holders as well, with their corresponding address.
- Broward County Vendor Permit Application (There is no Permit fee applied to our vendors; Please submit this Application directly to the County. If you have any questions, please contact the County directly). You will also have to send them a copy of your insurance certificate as well.

APPLICATION



Full Name _____
 Address _____
 Contact Telephone Number _____
 E-Mail Address _____

Business Name _____
 City, State, Zip Code _____
 Alternate Contact Telephone Number _____
 Business Website _____

Please list the services or products that you will be offering. Enclose 4 photographs of your work and a photo of your booth with your work displayed. Note: All booths must be Renaissance-themed. (**Note space preferences here**)

Vendor Fees:

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

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

Standard Booth Space (Up to 12' x 12') – Full Price	\$1,400	_____
If paid by April 10 th – Discounted Price A	\$1,200	_____
If paid after April 10 th but before October 1 st – Discounted Price B	\$1,300	_____

Additional Frontage (Optional) _____ x \$26.00 per foot _____

Cart Fee (Up to 4' x 8') – Full Price	\$975	_____
If paid by April 10 th – Discounted Price A	\$850	_____
If paid after April 10 th but before October 1 st – Discounted Price B	\$900	_____

Electricity (Optional) One 110v, 15 amp outlet \$200 _____

Clean-Up Fee (Mandatory) Refundable \$100 _____

*If you opted to have the 2016 Clean-up Fee “Rolled Over,” eliminating the need to pay it in 2017, Please select here:

Application Fee (Mandatory) Non-Refundable \$10.00 \$10.00

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

DEADLINE: Booth payment must be paid in full no later than December 30, 2016. 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.**





Vendor Agreement/Contract For Florida Renaissance Festival

This Crafter/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 product(s) and/or service(s) (Hereinafter referred to as the “Vendor Space”) on the following dates: February 11, 2017 – March 26, 2017, Weekends on Saturdays and Sundays including Monday, President’s Day, February 20, 2017 from 10:00 a.m. to Sunset, and 1 (One) School Day TBD 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.
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 above fees for participation in the Festival. Full-Priced Booth Fee, up to 12’ x 12’ space, is \$1,400 (Includes State Tax) plus \$100 Refundable Clean-Up Deposit; Full-Priced Cart Fee, up to 4’ x 8’ space, is \$975 (Includes State Tax) plus \$100 Refundable Clean-Up Deposit.
5. **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. Each signed booth will have a maximum frontage of 12 feet. Vendor will be charged per frontage foot over 12 feet at \$26.00 per additional foot. Carts are maximum of 4 feet by 8 feet.



6. 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.
7. **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, 2016. 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.
8. **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.
9. **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, 2016. 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.
10. 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.
11. 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/Booth Name: _____)

Full Name

Business Name

Signature

Date





Vendor Jury Form

Booth Name: _____

Instructions: ALL Vendors are required to complete this form each year. Please complete the information below according to the services and/or product you will be selling at the Festival and include photographs of your services/product and booth. All booths must be decorated according to the Renaissance theme.

Owner Name

Categories of Items

	Name and Description of Product or Services	% of Work Yours:	Price Range	Approved
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____
4)	_____	_____	_____	_____
5)	_____	_____	_____	_____
6)	_____	_____	_____	_____
7)	_____	_____	_____	_____
8)	_____	_____	_____	_____

School Day Merchandise (List here any items that are sold only on School Days):

1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____
4)	_____	_____	_____	_____
5)	_____	_____	_____	_____

NOTE: If you intend to supplement your stock with another vendor's merchandise, please list their name, business name, address and telephone number.

Vendor Agrees that only approved items on this list may be displayed and/or sold. Falsified or inaccurate information will result in removal of the item from the Festival. More serious situations could result in vendor expulsion from the Festival.

Vendor Signature: _____

Date: _____





Employee Breakdown Sheet

Instructions: If your booth or Encampment needs more than five (5) Employees and I.D. passes, you need to submit this form along with your completed application for approval by the Festival Producer. Please copy this sheet if you need additional space.

Name of Employee	Duration of Work At the Festival	Title and Description of Duties and Responsibilities
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____
4) _____	_____	_____
5) _____	_____	_____
6) _____	_____	_____
7) _____	_____	_____
8) _____	_____	_____
9) _____	_____	_____
10) _____	_____	_____

I submit the names above as a list of the Employees that will be working with me at the above specified times of the Festival. No names have been falsely added. I understand that if anyone is falsely added and found to not be working, I will be charged a \$100.00 fine for that employee.

Booth/Encampment Owner: _____ **Date:** _____

Signature: _____



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. Please plan ahead. Registration takes a long time, as there are many people to be registered. **NOTE:** To be issued an I.D. Pass, the Booth must have completed the steps above, paid all fees due, and submitted a valid Vendor Pass Registration Form with the employee's name listed on it. Anyone seeking to obtain an I.D. Pass must bring their State-Issued Driver's License or I.D. to Admin for the I.D. Pass issuance – **No State I.D., No Festival I.D.!**

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. ***SEE FAST TRACK DETAILS TO EXPEDITE***

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!** Employees that quit or are fired are required to return their I.D. pass to the booth owner – It is the Booth's responsibility to return the I.D. to Admin or report them.

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, 15 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.

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. **The Festival has a “See Something, Say Something” Policy!**

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!

Bobby Rodriguez Productions, Inc., 800 NW 57th Place, Fort Lauderdale, FL 33309
P: 954.771.7117 ~ F: 954.771.7045 ~ www.ren-fest.com ~ info@ren-fest.com

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 and Monday President's Day, as well as 9:30 AM 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. Please take all necessary and appropriate steps to ensure the public is safe in your booth at all times!!

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, Human Resource, Payroll, Finance, Food & Beverage and Souvenir booth.	Jackie Rodriguez
Finance and Office Director	Vendor fees, booth balances and payments. Website, advertising, contracting, General Office and Finance. Legal department of festival ticketing	Jackie Love
Craft Coordinator, Finance and Office Manager.	Vendor application, documentation, COI, vendor fees, booth balances and payments. Contracting for performers, gamers & others. School Day coordination. General Office and Finance.	Linda Rodriguez
Production Assistant	Crafter and vendor liaison, volunteer coordinator, site crew support. Assistant to Producer for vendor placing. Expense tracking, equipment and rental coordinator.	Betty Spreen
Entertainment Director	All Entertainment inquiries.	Richard Weber

