

# 2009 Moscow Renaissance Fair

May 2 & 3 2009, East City Park, Third and Monroe Streets, Moscow, ID

## Artisan Guidelines and Application

Hello, artists and artisans!

The 36th annual *Moscow Renaissance Fair* will be held **Saturday, May 2, and Sunday May 3, 2009**, under the trees at East City Park in Moscow, Idaho. **Festivities for craft booths will be Saturday from 10 a.m. until 7:00pm and Sunday from 10:00am to 5:00pm**, rain or shine. Main stage music will go into the night. Admission is **FREE** to the public. We are gearing up for another year of outstanding music and entertainment, wonderful food, and unique hand-crafted arts and crafts. **Please do not break down before 5:00pm Sunday.**

The participation of artisans with unique and high-quality hand-made wares is a vital part of our festival. Each year approximately 135 booth vendors make our fair a success. We maintain a high standard of quality and excellence using a juried screening process. The **application deadline** will be **March 1st**, so that we can send out our notifications by **March 15**. Please use these Guidelines for information on applying to the Fair.

The *Moscow Renaissance Fair* is a non-profit organization. Proceeds go toward supporting, developing, and advertising the Fair. We concentrate our energies on good publicity, planning for events, and securing the highest quality arts and entertainment. We are self-supporting and accept no corporate sponsorships.

In keeping with the spirit of the *Moscow Renaissance Fair*, costumes and booth decorations (anything spring-like, colorful, and festive) are encouraged.

We sincerely appreciate your cooperation in adhering to the guidelines and special notes. Please feel free to offer any suggestions and/or other comments. We look forward to your application and another great celebration of spring!

### **Moscow Renaissance Fair Web Site**

From the *Moscow Renaissance Fair* web site (<http://www.moscowrenfair.org>) you can print out the artisan/craft booth and food booth guidelines and application forms, and see a map of booth spaces in the park and other information about the fair. As planning progresses, you can see entertainment schedules and lists of participating artisans and food vendors. During the fair, you will be able to listen to the main stage entertainment "live" through the site. Provide on your application your e-mail address or a web page for your wares if you want either to be included in the list of artisans.

### **Special Categories:**

#### **Crafts Demonstrators**

Artisans doing demonstrations only—no selling allowed—need not go through the jury process, but do need to fill out the application in order to be approved. There will be a designated area reserved for demonstration-only artisans.

#### **Wandering Vendors**

Wandering vendors (no booth space provided) are welcome to apply. Wandering vendors must have a non-motorized, self-contained, mobile unit that moves freely around the park. Wandering vendors will be juried the same as booth vendors, but the fee will be only half that for booths.

#### **Service Providers**

A limited number of service providers (for example, massage, fortune tellers, body art) will be accepted. Service providers will be juried; provide either photos, or a written description of the services if photos are not available.

### **Application**

The *Moscow Renaissance Fair* is a juried event that provides space for 136 10'x10' booths. The jury seeks high-quality, hand-crafted and unique wares. Only original work designed and crafted by the artist may be sold. **Please, no imported, commercially assembled or "kit" type items. A limited number of service providers will be accepted (see above).**

Artisans should send 4 photos of their crafts, each labeled with name and address, along with a completed application and a self-addressed stamped envelope for the return of the photos and response letter. Artisans should include one photo of their booth if possible. Wanderers should show how their wares will be transported. Keep in mind that presentation is important—be as professional as possible, as this is ALL the jury has to go on.

### **Shared Booths**

Two artisans wishing to share a booth should apply together, note such on the applications AND mail the applications together. (Each artisan fills out an application form, and names the other artisan as the "shared with" name.) No more than two artists per booth, please. Each individual shared-booth artisan must send his or her own 4 photos (please note the shared with artist on all photos).

Applicants are juried as individuals—note the \$10 per artist application fee below. In case one of the shared applicants is accepted and the other denied, please indicate on the application whether or not the accepted applicant would still want to attend. This is an unfortunate situation, but it does happen.

### **Booth Location Requests**

Accepted applicants' booth spaces are assigned at the discretion of the Fair board. If you have a site preference, you may highlight the area you would prefer (marking first, second and third choices) on a copy of the park map, and we will do our best to fill your request. Requests will be handled on a first-requested basis. **Please get your requests in early if you have a strong location preference, and realize that we do our best to accommodate everyone's needs and requests, but it is virtually impossible to place everyone in their first preference.** Also note any special booth needs on your request.

### **Application Fees**

The **application fee is a non-refundable \$10 per artist** (not per booth). **Booth space is \$150** per 10'x10' booth. The **wandering vendor fee is \$75. Write one check for the \$10 application fee and a second check for booth space or wandering vendor fee.** If sharing a booth space, each person should send one check for the \$10 application fee, and one for his or her share of the booth fee. Make checks payable to *Moscow Renaissance Fair*. Please note that both checks are due with your application; if you are not accepted for the fair, your check for the booth space will be returned to you. **Do not** send examples of work

### **Deadlines**

Please mail applications **postmarked by March 1<sup>st</sup>**. This will allow us to notify you of acceptance or regrets by the middle of March. Incomplete applications will not be accepted. **Late applications will be accepted only if booth spaces are available. Late applications will incur a late fee of \$25, and run the risk of not being listed in the program. No refunds after March 31, 2009.**

### **Waiting List**

If your application is not accepted and you would like to be on our waiting list in case another vendor cancels, please so indicate on the application. In this case we would hold your booth check until the fair. We will try to give people on the waiting list at least one week's notice.

### **Fair Days**

The craft booth coordinator will be in the park Friday afternoon marking booth spaces. Set-up of just the booth structures in East City Park may **begin no earlier than 6:30 p.m. Friday evening**. You must not put wares or equipment in the booths on Friday or set up before 6:30 p.m. There is security for both evenings; however, the *Moscow Renaissance Fair* cannot take responsibility for any stolen or damaged property.

The rest of the set up may begin at dawn Saturday morning. The craft booth coordinator will be at the craft booth area (west side of the park) at 8 a.m. Saturday to answer any questions. If you do not check in or physically appear on the site by 9 a.m., your booth space will be assigned to someone on the waiting list who is present at the park at that time. The crafts portion of the *Moscow Renaissance Fair* starts at 10 a.m. on both days and ends Saturday at 7 p.m. and Sunday at 5 p.m.

### **Parking**

**The city will block off the 2 side streets adjacent to the park for loading and unloading.** "Airport parking" rules will be enforced for booth set up (15 min. limit unloading) around the perimeter of the park on **Saturday morning only until 10 a.m.** You must be "actively" loading or unloading (hint: leave some of your doors open). Do not block emergency access to the park, double park, or create blind spots. No driving or parking on the grass is allowed at any time. Vehicles left after 10 a.m. will be ticketed and/or towed by the Moscow Police Department. Parking around the park perimeter also will be allowed on **Sunday evening after 5 p.m.** for booth break down; same deal as loading. We may have volunteers to help you with unloading and loading, but please don't depend on it.

*Special Note:* If you are disabled or need assistance, please let us know ahead of time so we may help.

## Security

Artisans are responsible for the security of their booths and the booth contents over the weekend. The Moscow police are aware of the fair and they will provide increased surveillance of the park.

## Recycling

Artisans are responsible for cleaning up their own booth areas. Thanks to some very dedicated folks, we have an extensive recycling program (greater than 75% diversion from the landfill) that requires your assistance and compliance to be successful. If possible, purchase food items sold by *Moscow Renaissance Fair* food vendors, as all of their salable items are compostable. Please adhere to the posted signs at the numerous recycling stations around the park, or ask Fair personnel for assistance, to keep this program running efficiently.

## Idaho State Sales Tax

The *Moscow Renaissance Fair* will not be responsible for collecting tax money. However, the required Idaho state tax forms will be included in your acceptance letter. If you have an Idaho Sales Tax number, be sure to bring it so you can include it on the form. If you don't have a tax number, you can use the temporary number provided on the form. **You will need to check in with the craft booth coordinator when you arrive at the park and hand in your Idaho Tax form. Please have it unpacked and ready to hand in when you arrive.**

## Drummers

Artisans who are selling drums or are allowing drumming by the public will be assigned booths on the west side of the park in the lane of booths farthest from the stage. The *Moscow Renaissance Fair* will try to encourage drum circles in other areas of the park during the weekend, so drum vendors please limit the frequency of extended drumming sessions so as not to compete with performers on stage.

## Childrens' Wares

Vendors displaying items of interest to children must ensure that these items are not dangerous. In the spirit of encouraging positive, non-threatening play items, no children's swords, knives, sling-shots, rubber band guns or other such items will be permitted.

## Miscellaneous

The *Moscow Renaissance Fair* is an outdoor fair that is held rain or shine. **Please be sure that you have plenty of cover for yourself for this fair. The weather is something that we cannot control and we advise all vendors to come prepared for anything. If you have a propane heater, consider bringing it. A covered booth is probably the best for this fair.**

**Please leave your dogs at home. Alcohol is not allowed in the park.**

If you intend to stay in a motel in the area please reserve as soon as possible as they often fill up, especially when UI or WSU graduation occurs during a *Moscow Renaissance Fair* weekend.

In order to be fair to all, artisans not following these guidelines will be asked to leave and/or will not be invited back to the Fair.

## Send application, photos, return envelope, and fees to:

CRAFT BOOTH APPLICATION–*Moscow Renaissance Fair*  
attn: Linda Puccio  
P.O. Box 8848  
Moscow, ID 83843

For more information, contact Linda Puccio at 208-883-1025 or by e-mail at [mrf\\_crafts@moscowrenfair.org](mailto:mrf_crafts@moscowrenfair.org)

**To apply, please fill in and mail the attached 2009 Artisan Application Form with your checks and photos.**

*Moscow Renaissance Fair* | P.O. Box 8848 | Moscow, ID 83843 USA  
<http://www.moscowrenfair.org>

# 2009 Moscow Renaissance Fair Artisan Application Form

Contact person:

Last name \_\_\_\_\_ First name \_\_\_\_\_

Business name, address, phone, & e-mail \_\_\_\_\_

(OK to publish in program guide)

**Preferred Contact Method:**

E-mail     Phone     Mail

Additional info for program guide (e.g., web page address): \_\_\_\_\_

If sharing a booth, second artisan's name and business address: \_\_\_\_\_

I will attend even if second artisan is not accepted.

**Please indicate a product category:**

<input type="checkbox"/> Functional Pottery	<input type="checkbox"/> Ceramics	<input type="checkbox"/> Jewelry	<input type="checkbox"/> Wood
<input type="checkbox"/> Glass	<input type="checkbox"/> Fine Arts	<input type="checkbox"/> Leather	<input type="checkbox"/> Fiber
<input type="checkbox"/> Metal	<input type="checkbox"/> Candles	<input type="checkbox"/> Herbal/Floral	<input type="checkbox"/> Photography
<input type="checkbox"/> Toys	<input type="checkbox"/> Clothing		

Other (explain): \_\_\_\_\_

Service provider (explain): \_\_\_\_\_

**Note:** We are the final arbiters of what constitutes a booth, wandering artisan or service provider.

***I guarantee that all items sold at my booth are original work, designed and crafted by myself. I agree to abide by all of the Moscow Renaissance Fair 2009 guidelines, and defend, indemnify, and hold harmless from any and all loss, cost, or expense Moscow Renaissance Fair, its employees, representatives, or agents, in connection with such vendor activity.***

Signature \_\_\_\_\_ (REQUIRED)    Date \_\_\_\_\_

Please send a *Moscow Renaissance Fair* flyer.     Please put me on the waiting list if full.

**Send application form, fees, return envelope, and photos, postmarked by March 1, 2009, to:**

CRAFT BOOTH APPLICATION – *Moscow Renaissance Fair*

Attn: Linda Puccio

P.O. Box 8848

Moscow, ID 83843

**Be sure to include...**

- **Four photos**, last name and address on each. If sharing a booth, send both sets of applications, fees, and photos together.
- A "business-size" **self-addressed stamped envelope** with proper postage for return of photos and response letter or flyer
- A **\$10 check** non-refundable application fee (per artist) payable to *Moscow Renaissance Fair*
- A **\$150 (booth) or \$75 (wanderer) check** payable to *Moscow Renaissance Fair*
- Optional **special booth location requests** (marked on the booth space map)