

Texas Renaissance Festival

2020 VENDOR RULES AND REGULATIONS

STATEMENT OF PURPOSE

THESE RULES AND POLICIES ARE PART OF YOUR LICENSE AND/OR CONTRACT, VIOLATIONS OF ANY OF THESE RULES OR POLICIES MAY BE GROUNDS FOR FINES OR IMMEDIATE CANCELLATION OF LICENSEE'S CONTRACT!

GENERAL INFORMATION

Definitions -the following terms are used in this document:

TRF - Whenever used in this document, "TRF" shall mean the Texas Renaissance Festival.

Participant - The term "Participant" includes: (1) All Licensees, their employees, and persons under their control; and (2) All Contractors, their employees, and persons under their control.

Licensee - The principal vendor who has executed a valid License Agreement.

Approved Vendor - Only exhibitors that are accepted by the jury, have signed an agreement, and paid their exhibitor's fee to the Festival may participate as a vendor.

Festival Grounds - All of the area owned and/or controlled by TRF. This includes New Market Village, parking lots and campgrounds (public and private).

Festival Site - The actual public site (New Market Village) of the festival; the area that the public pays admission to enter.

Onstage - All of the Festival Site that is in view of the public. (Common areas, shoppes, privies, etc.)

Offstage - The areas of the Festival Site and Grounds that are not in public view. Inner Circle areas, backstage of performance venues, any private rooms in shoppes, etc.

Hours of Operation

The 2020 Festival will be held every Saturday and Sunday from October 3rd through November 29th, 2020 including the Friday following Thanksgiving, November 27th, 2020. The festival will be open for business from 9:00 a.m. to 8pm, except in TRF designated areas, rain or shine. School Days dates are November 4th and 5th with the operating hours of 8:30 a.m. to 4 p.m. on those dates. **All participants, shoppes, and attractions will be available to the public for the entire Festival operation day including School Days, with the exception of shoppes in the back section (Falconer's Heath and Enchanted Forest areas), as well as temporary structures without electricity.** Those vendors that offer adult themed product(s) are required to contribute to School Days in a TRF approved manner. A fine of \$500.00 per day will be levied upon vendors that do not participate.

Festival Site Gates

The gates that directly adjoin the **Festival Site** will be closed promptly at 8:00 a.m. each morning and reopened only after the official closing by **TRF Staff Members ONLY**.

All gates to backstage areas of the Festival will be closed each Thursday at noon and entry after that time must be made through the Participant's Gate on Renfaire Drive. Each festival day, non – Renfaire Resident Sticker exiting traffic will have to exit through the Participant's Gate until 5 pm when the West Gate next to the Entertainment Building will open, and all back stage traffic will be directed to exit and participants may leave through the North Parking lot. No vehicles on the faire site after 8 am on festival days. No vehicles back on site until 9:15 pm.

Participants may arrive for on-site camping or residence on Friday after 12:00 p.m. and must depart not later than Monday at 12:00 p.m. **Participants may not stay on site during the week. The only exception to this is that participants can stay on site for School Days Weekday Festival dates – November 4th and 5th, 2020.**

Compliance with Texas State Laws

All vendors must submit a current sales tax license number **annually** to the Festival. Non-compliance with the State Comptroller will warrant automatic revocation of current vendor contract and loss of shoppe ownership. To apply for a sales tax license, write to the Texas State Comptroller, 1713 Broadmoore #300, Bryan, TX 77802, call 979-776-5200, or visit their website

www.window.state.tx.us. Main contact for the Texas Comptroller's office in our area is Andrew Do who can be reached via email at: Andrew.Do@cpa.texas.gov or via phone at: (713) 426-8200 Ext. 42617.

Insurance Requirements

All Vendors are required to keep in full force and affect a policy of commercial general liability insurance with respect to the licensed facility/activity specified in your contract. A current copy of Vendor's insurance policy is required to be on file at all times in the TRF office. The minimum amount of coverage will include and state in the Certificate of Liability:

General Aggregate Limit	\$ 300,000.00
Product-Completed Operations Aggregate	\$ 300,000.00
Personal and Advertising Injury	\$ 300,000.00
Each Occurrence	\$ 300,000.00
Fire Damage (any one fire)	\$ 50,000.00

Texas Renaissance Festival MUST be named as additional insured and loss payee on the policy.

VENDOR AND PARTICIPANT INFORMATION

Newly approved vendors will be allowed to participate in a temporary location for a period of three years. Vendors must erect a period style tent or approved temporary structure in this location. After these initial seasons, the exhibitor must buy or build a Shoppe in order to continue participation in TRF (providing there is space available for building). The TRF office has a "Shoppes for Sale" list that includes all of the Shoppes for sale or rent.

The Licensee **must** be present at the festival. Exceptions may be granted only after a written request has been submitted for TRF management approval. This request must include the name of the manager, their experience, and the dates and times that they will be in charge of the shoppe, ride, or attraction. If the exception is granted, the licensee will receive **written** acknowledgement from TRF management.

Vendors who want to add new items to their inventory must submit the new product application form, \$50 fee, and photos with pricing of these items to the jury for approval before adding them to their sales inventory. This rule will be the same for School Days, if you plan to sell something different on those particular days, photos of the items must be submitted, approved, and added to your Shoppe file. If an item is approved for School Days only, it must be pulled from the inventory for the regular faire days.

ID Cards / Passes

Each Participant must carry their Festival pass and a valid picture ID with them at all times. These must be presented at the **Participant's Entrance** (The only entrance participants are allowed to use to gain entry into the festival) in order to enter the Festival. Participants found parking in patron parking and trying to enter through site office or front entrance will be reprimanded and their pass will be revoked and their eligibility to work during the Festival for the 2020 season will be forfeit. If your Festival Pass is lost, a replacement must be purchased. Passes are non-transferable. Any Participant found with a forged or altered pass will be subject to removal from site. Passes may not be left for pick up at the **Participant's Entrance**. Every Shoppe Licensee is given a pre-designated number of passes for employee use. If additional passes are required, they must be purchased at the TRF Participants office (Pass office) at the Back Gate. Report the names of all unreturned passes with the employee name, so their identity can be red flagged in our system. Participants that choose not to return a TRF ID to their previous employer will not be issued a license in future years. If an employee is terminated for any reason, their pass must be turned in and if their pass will be the responsibility of the next vendor they work for. Please let the Vendor Manager know if the employees terminated are due to a case of serious nature so we can ensure they are banned and will not be employed through another vendor.

Any vendors that hire their own private security/officers must also have them be provided a participant pass/ID Card just as you would any employee working in your shoppe.

Alcohol/Drugs/Tobacco

Participants may not drink alcohol during Festival hours. Illegal drugs are prohibited from Festival grounds **at all times**. Participants may not smoke in costume in their shoppe area or anywhere else onstage at the festival site. Refusal to adhere to these policies can result in, **at minimum**, having your participant pass revoked for the remainder of the season.

Parking

Parking passes must be openly displayed on your vehicle's rear-view mirror whenever you are on the Festival grounds. Vehicles with blank tags or improperly parked vehicles will be towed at the owner's expense. There is plenty of room in the participant parking areas.

Participants may not park behind anyone's shoppe other than their own. Parking space behind shoppes is very limited, especially in all of the inner circle areas. If your shoppe is not located on the inner circles do not park there! **Never** park so that you block your neighbor's shoppe. **Never** park behind a food shoppe!

Parade Participation

Each shoppe must have a representative (minimum age - 16 years) in an appropriate costume to carry a banner in the noon parade. If you or your Shoppe's representative are found (by any TRF Staff Member) not in appropriate costume you will be asked to leave the parade formation. Removal from the Parade formation may result in fines for the Shoppe's owner. All entertainers shall march in the parade unless a specific exclusion is in your contract.

Christmas Lighting

All shoppes with access to electricity are required to hang Christmas lighting decorations on their shoppe, tent, or kiosk for Celtic Christmas weekend. Please, no inflatables.

Entertainment

All Shoppe owners providing entertainment within or outside their shoppes **MUST** have their entertainment approved by TRF's Entertainment Manager.

TRF Appreciation & Policy Review System

In accordance with the high prioritization of the shoppe presentation to our patrons, TRF maintains the use of mystery shoppers observing shoppe staff for exceptional and subpar efforts as it relates to King's English, Costume and Shoppe Appearance guidelines set forth. These observations will be recorded and reviewed for shoppe owner recognition and improvements.

SHOPPE INFORMATION

General

TRF will not approve or offer a license agreement to anyone unless the present condition of the shoppe meets TRF standards. Only one person may be designated to own a shoppe. Partners, couples, etc. must name ONE shoppe owner in their agreement. TRF will not approve anyone or offer a contract to anyone unless that person understands that their shoppe is subject to continuing maintenance and periodic substantial remodeling, renovation, rebuilding, or replacement as may be required by TRF to insure the continued growth and vitality of the Festival.

Shoppe Signage

All shoppes must display the shoppe number both on the front of the booth and on a yardarm above the booth (this two-sided yardarm number sign is a dedicated sign, not related to the main shoppe name sign, deadline is 2021). The name and number of the shoppe must be clearly visible. All shoppes are required to hang a heraldic banner on their shoppe that meets the requirements of the TRF Banner Uniformity Guidelines. All shoppe signs must be approved by TRF. All front facing shoppe and product advertisement signs are prohibited from hanging on the exterior façade of the shoppe, though they may be hung under roof overhangs or on rear walls.

Printed vinyl banners are not permissible.

These front facing signs should not be abundant. It is difficult to give an exact guideline, as each shoppe is built differently. A rule of thumb might be to only have signage on 20% of visible front facing interior surfaces. TRF has the final say, if a shoppe's signage is too cluttered, we can require reduction.

No sandwich board/freestanding/hinged signs may be placed in the walkway (whether cement or dirt path), nor may they be placed any further than outer edge within three feet of the shoppe edge (if there is no cement walkway) or within three feet of the cement cobblestone path. The outer edge of the sign must fit within the three feet.

Repairs and Renovations

TRF management must approve any repairs or renovations, including painting and new construction, in advance. More specific regulations are available from the TRF office. A TRF approved builder must perform the work. All lumber on the exterior and within three feet of the ground on the interior must be treated lumber. There is to be no exposed plywood. All shoppes must be of an enclosed walk-in design. Sales counters must be a minimum of six feet from the sidewalk. Licensee **MUST** make sure that no one can see behind their shoppe from any angle. Fenced-in back yards or courtyards behind shoppes are not allowed. We will remove your fence if we cannot get behind your shoppe to mow. The Site Manager's approval is required before any excavation or construction starts. No new construction is to begin after **May 1st**. No remodeling is to begin after **August 1st**. **Absolutely, positively no construction is permitted after September 1st. Shoppes found in violation of this policy are subject to a fine of up to \$500 or even revocation of their shoppe license. This does not include minor repairs.**

New construction

Only approved individuals who have signed their license agreements and paid their exhibitor's fee can build and operate a shoppe. A written proposal to build must be submitted to the TRF office. This proposal must include; building design (elevations and floor plan), builder information, paint samples, material list, and construction schedule. The Site Manager's approval is required before any excavation or construction starts. No construction is to begin after **May 1**. An approved builder must perform the work. If you have a builder in mind for your project that is not on our approved builder list, you can submit their information to our Site Manger who will need to vet them and then can give you the final approval to proceed. All lumber on the exterior and within three feet of the ground on the interior must be treated lumber. There is to be no exposed plywood. All shoppes must be of an enclosed walk-in design. Sales counters must be a minimum of six feet from the sidewalk. Licensees **MUST** make sure that no one can see

behind their shoppe from any angle. Your fence must be solid and at least eight feet tall. Fenced-in back yards or courtyards behind shoppes are not allowed. We will remove your fence if we cannot get behind your shoppe to mow. More specific regulations are available from the TRF office.

Building Teardown

Occasionally a shoppe will be designated as a “tear-down” by TRF management. This occurs when the building has not been adequately maintained or has simply outlived its usefulness. Anyone owning a shoppe identified for teardown must notify TRF management by the end of the festival of their intention to rebuild. Plans for the new shoppe must be submitted by **December 1** of that year. Failure to submit these plans will result in the shoppe being classified as abandoned. Shoppe owners will have until **January 1** to remove any and all merchandise, furniture, and fixtures from their shoppe. After that time the shoppe and all of its contents will become the property of TRF and the shoppe owner waives all rights to any claim for damages against TRF.

Sale

Any Licensee wishing to sell their shoppe must first notify TRF management and must obtain approval from the site manager and vendor coordinator to sell. Upon approval an inspection will be performed to confirm that the booth is structurally sound and needs no immediate repair or maintenance. The Licensee will receive written notification of any repairs that must be made and confirmation that the shoppe has been listed on the “Shoppes for Sale List”. Shoppe owner will have one TRF season to sell the shoppe; Exceptions to this can be made but must be discussed and approved by the Vendor Manager. Before the shoppe is sold, the seller must provide a copy of the written sales agreement to the Vendor Manager for approval. TRF will no longer refund vendor fees paid. It will be the responsibility of the seller to recoup this cost from the buyer. If the shoppe has not sold by **June 1**, the Licensee must notify TRF management, in writing, of their decision to either participate or rent the shoppe to a TRF approved licensee for the current festival season. Anyone interested in purchasing a shoppe, current or new vendor, must complete the vendor application process. The licensee will have until the end of the Festival to sell the shoppe. If the shoppe has not been sold within 60 days of the close of the festival the shoppe will be considered abandoned. Only approved individuals, who have signed their license agreements and paid their exhibitor’s fee, are allowed to buy or rent a shoppe. Any shoppe sold will be subject to a \$100.00 administration fee, payable to TRF, and prior to the sale finalization. A copy of the sale agreement/bill of sale must be submitted to TRF. See the section on Shoppe Information in the TRF Rules and Regulations for more complete information.

Forced Sale

If a vendor’s license is not renewed, they **must** sell their shoppe according to the above guidelines. Failure to sell the shoppe will result in the shoppe being considered as abandoned.

Rental

Any Licensee wishing to rent their shoppe must first request approval from TRF management in writing. Only approved individuals who have signed their license agreements and paid their exhibitor’s fee are allowed to rent a shoppe. **Rental is allowed for one year only.** After that, the shoppe must be sold.

Revocation of Contract

The Texas Renaissance Festival reserves the right to revoke a vendor’s contract to protect the best interests of the Festival. There will be **NO** refunds for vendor fees or utility fees if your contract is revoked.

Abandonment

Any shoppe, game, ride, or attraction that is not represented by a signed contract with TRF by **December 15th**, following the festival, shall be considered abandoned. Other types of abandonment include; failure to sell the shoppe within the time allotted and failure to operate the shoppe during the festival season. When a shoppe is declared abandoned the Licensee will be given written or oral notice of abandonment. Licensee shall have five days from the date of receipt of such notice to remove all inventory, equipment, machinery, and personal items from the site. **Improvements attached to the land, or that are an integral part of the function of the activity may not be removed.** The Festival may then operate the shoppe, contract with others to operate the shoppe, cover it and leave it without operation, demolish and remove it, or otherwise determine its use or disposition.

If an **Approved Vendor** becomes incapacitated or passes away, their heirs have 30 days to establish ownership of the shoppe or it will be considered abandoned.

Electricity

Each shoppe is provided with one Electrical Pass for a 20-amp electrical circuit for a flat fee. If you require power in excess of this supply, you must install a meter; more information is available at the TRF office on power meter installation. All shoppes attached to a TRF owned meter must tag their power cords with a TRF provided Electrical Pass. Use of electricity without paying the fee is grounds for termination of your contract.

FIRE SAFETY

Due to the nature of our village, we must all remain concerned about fire. Consequently:

Absolutely NO FIRES at any time anywhere on the TRF grounds...EVER! Candles, charcoal fires, barbecue pits, or oil lanterns may not be used! You are permitted to use "Coleman type" lanterns, stoves, and heaters.

Every Shoppe must have at least a 5-Lb. Multi-use extinguisher. Any shoppe that has weekend living quarters must also have a smoke detector. Extinguishers must have current inspection tags.

DEMEANOR King's English

All Participants will work to support the Festival's Renaissance theme by maintaining period dialect, language, dress, and decorum throughout each Festival day. Participant Guides can be found at the pass office which will provide examples.

School Days Age Appropriateness

Please be advised that this is an event for children and all participants must present a "G" rated version of their show and material free of suggestion and innuendo. Costume should also be appropriate and free of suggestion and innuendo. No cleavage should be exposed. Males must wear shirts. If you have questions of the appropriateness of your material, character or costuming choices please contact one of the TRF Management Staff.

School Days Attendance by Vendors

ALL vendors are required to participate for the full days on both days set aside for School Days. There will be no alcohol sold on these days or any metal weapons sold or available to the children. Weapon shoppes conducting history lessons or demonstrations must secure and keep free all metal weapons from the reach of the children. It is our responsibility to present New Market Village to this future audience. Everyone has something to offer our patrons on these days. Vendors absent for School Days, without pre-approval, are subject to a \$500.00 fine per day.

Costumes

Every Participant must have an approved period costume **including a hat and appropriate footwear. NO BARE FEET ARE ALLOWED! Chemises are required under corsets that do not have shoulder straps. Approved costumes are in the fashion of the Renaissance or Elizabethan Eras.** Spandex, neon colors, tie-dyes, or bright prints are inappropriate. Period drinking vessels and utensils must be used. Ultra-modern hairstyles or hair dyed unnatural colors must be completely covered by a hat. All visible tattoos and piercings must fit the character being portrayed. Please consult TRF Vendor Manager for approval, if there is any question. If the tattoos or piercings do not fit the character, then every possible attempt must be made to conceal from patron view. This includes tongue, nose, and eye piercing. Pierced ears are permitted.

A training video on costuming can be found here: <https://www.youtube.com/watch?v=8FLyhRrsIcw&feature=youtu.be>

Modern Conveniences

No watches, sunglasses, radios, televisions, telephones, pagers, cell phone, computers or other modern conveniences are permitted **in view of the patron** at any time. Adding machines and credit card authenticators for use in your shoppe are permitted but should not be in plain view.

Weapons

We do not allow concealed weapons on Festival grounds. If you wish to wear a sword, rapier or carry any edged or pointed weapons, etc. as a part of your costume it **MUST BE SHEATHED AND PEACE TIED.** You can secure them with leather straps or zip ties. This does include battleaxes, broadswords, maces, spears, arrows, war hammers or any other type of weapon.

Solicitation of Tips

The solicitation of tips is forbidden unless granted in your contract as an "active or passive hat." Soliciting tips without permission is grounds for immediate dismissal. Tucking money into a costume piece so that the money sticks partially out is considered soliciting tips. If you see a Participant or Patron soliciting tips, notify management immediately. If a patron **offers** you a tip, you may accept it. Tip containers must be an approved TRF Tankard, **NO OTHER CONTAINERS WILL BE ALLOWED!** **Only approved members of the Performance Company are allowed to display currency as part of their costume.**

GENERAL RULES AND POLICIES

CAMPING

Participants may move into camping areas any time after September 1st. Camping on site is only allowed Friday afternoon through Monday morning. There is a large wooded campground directly behind the Castle Stage. There are plenty of additional camping spaces in other outer areas. The Participant RV Campground is located near the Participant showers. Participant Camping will be managed by the TRF Site Manager, and a separate notification outlining complete policies/rules for Participant Camping will be distributed no later than April 1st. Electric spaces are available on a first come-first served basis. You must use a vacuum breaker on any connections to our water lines.

All RVs, tents, and personal belongings **MUST** be removed from the site by the second Sunday in December following the close of the Festival for the year. Any RV, tent, or personal belongings remaining after that date will be considered abandoned and thus become the property of TRF.

NO ONE IS ALLOWED TO LIVE ON SITE! No exceptions.

In respect of others and in support of the goodwill between Participants, it is important that we all observe the camp curfews. **Quiet time** begins at 11:00 PM. **Lights out** is at 12:00 AM. At this time, all lights must be extinguished, and quiet must be maintained. Please be considerate of your fellow Participants who are trying to rest. Failure to observe Quiet time and lights out may result in loss of camping privileges.

Driving on the Site

Absolutely no driving on site without permission from TRF management except on designated access roads to inner circles. If you **MUST** drive on site to unload, do so, and then remove the vehicle from site. All vehicles must be off site by 8:00am on Festival days, and they cannot return until the park is completely clear of patrons. If your vehicle is on-site after 8:00am, it is subject to tow and a \$500 fine.

TRF is privately owned property and can therefore set the speed limits for its own roads. The **speed limit** on all TRF property (Grounds, Site, and Campgrounds) is **20 miles per hour**.

Garbage Disposal

Participants are responsible for the collection and disposal of all their garbage. Please keep the front and back of your shoppe areas clean at all times. There is no trash pickup at any of the campgrounds. All **household garbage** must be put in plastic bags then tied at the top and put in the dumpsters provided by the Festival. **Construction and craft refuse** must be taken to the old landfill on the festival grounds. You must have these materials approved for disposal by our Site Manager.

The dumpsters located behind the Main Office are **NOT** for personal, household, or public use. Offenders are subject to fine.

Deliveries

All mail and deliveries must be addressed to your name in care of TRF to 21778 FM 1774 Plantersville, TX 77363. If your delivery requires a forklift to unload, you must make arrangements with the TRF office. Your deliveries will not be checked in, but will be signed for unseen, and stored in the bay area of the shop adjacent to the TRF main office. If you are expecting a C.O.D., you can leave your payment for the exact amount with the main office. There are no deliveries to TRF on the following days during faire: Weekends, School Days and Thanksgiving Friday.

Off-Season and Off- Hours entry to Festival Grounds

During the off season, and off-hours during the season, the Festival Grounds must be entered through the gate by the TRF office open 8:00 a.m. to 5:00 p.m. Monday-Friday. **All participants are required to sign in at the office whenever entering the grounds.** The sign in sheet is located to the right of the front door.

Ownership of film

The Festival reserves all rights of ownership to any and all photographs, film, video footage or other promotional material that is originated upon the Festival grounds or by the Festival. Participation in the Festival confirms that TRF has permission to use any and all such materials for any commercial or promotional project or any other reasonable use, as determined by TRF.

Accidents and Emergencies

All participants must make themselves familiar with accident and emergency procedures. All accidents and emergencies **must** be reported to food or souvenir shoppes. They are linked to security and medical services through a radio system. During festival weekends you can also report emergencies to TRF's Security Personnel at (936)727-1800. Their radios are only for emergencies. Outside of festival weekends, please call 911 or (936) 873-2151 for Grimes County Dispatch. **There are two First Aid locations.** One is located next to the Dragonslayer at the front gate; the second location can be found just to the right of the Falconer's Heath Stage. It is imperative that all participants follow these guidelines, as they could save a life. **IF THE SIRENS GO OFF, EVACUATE THROUGH THE NEAREST EMERGENCY EXIT.**

Miscellaneous

No pets anytime on Festival property, ever.

Do not pick the flowers or take any plants –

Our horticulture and site crews work hard every year to create a beautiful back drop not only within the wedding venues, but around shoppes and the lanes. Please do not ruin their work by picking/removing any of the plants or flowers.

Access Gates

Maintenance crews need to be able to have full access through all gates to the inner circle at all times. If you have a shoppe space that is set up in a front of an access point, ensure your set up will not impede access at any time or can be moved swiftly to allow access.