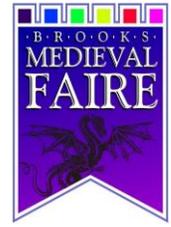


Brooks Medieval Faire Society

P.O. Box 355 Brooks, Alberta T1R 1B4

www.brooksfaire.com

facebook.com/brooksfaire



We look forward to your participation in the **14th annual Brooks Medieval Faire.**

Brooks Medieval Faire

Old Rodeo Grounds #20 – 7 St. East, Brooks

Saturday, August 12 from 9:30 am to 5 pm

Sunday, August 13 from 9:30 am to 4 pm

Please read this entire Information Package!

You are responsible for understanding what is required of you,
as a Vendor, or Re-enactor as laid out in this package.

1. This is an outdoor event and will run rain or shine. This is a two (2) day event that you are applying to be part of. If your application is accepted, you must be prepared to stay for the full two (2) days.
2. This is a **secular event**. As such no one may promote their religion/beliefs during open to the public hours of the Faire. This includes but is not limited to preaching, signage, and derogatory remarks to or about other persons at the Faire.
3. This is a **non-political event**. As such no one may promote any political party/group during open to the public hours at the Faire. This includes but is not limited to signage, speeches, and derogatory remarks to or about other persons at the Faire.
4. The Brooks Medieval Faire Society **reserves the right** to accept or deny any vendor or re-enactor or re-enactor group.
5. If you are accepted as a vendor, you may be required to bring weights for your tent/canopy as your space may be in an area that cannot be spiked into. You will be informed if this is the case in your acceptance email. If you are selling anything that can be considered a weapon made of metal, wood or plastic you will be required to prove you carry liability insurance against injuries caused by the weapons you sell.
6. The Brooks Medieval Faire Society spends time planning the grounds layout each year tweaking it to address past problems and/or changes to the grounds themselves. This plan takes into account a number of event planning areas including, but not limited to; areas we would like to block from view with re-enactor pavilions, not blocking access to another group's area, making it flow, etc. We check with the contact person from each re-enactor group for input and acceptance of this plan. You cannot change this layout plan at the Faire.
7. If you are creating anything that has "Brooks Medieval Faire" or our logo on it for sale, you must have written approval of the design from the board before you can sell it at the Faire.
8. Your Application Form must be completed, signed, payment received and include any requirements or conditions to be considered complete for a space/time slot held for you.

Grounds Persons: will be on site during set-up times. Please check-in, and pick-up your passes. There is and will be no official security onsite, but the grounds gate will be shut and locked at night so you could set-up your tent Friday and then set your goods out Saturday morning. There will be Security on Saturday evening while the Feast is happening.

Set-up: on Friday, August 11th will be from 9 am until 9 pm, and on Saturday, August 12th from 7 am until 9 am. Vehicles will be allowed on the grounds Friday all day, and on Saturday until 9 am at which point they must be moved to the parking area. **Absolutely NO vehicles** will be allowed on the Faire grounds during the faire except for an emergency.

Faire Insurance: does **NOT** cover vendor's or re-enactor's tents/canopies, products or operations at the Faire. It is recommended that each vendor/re-enactor have their own insurance. Brooks Medieval Faire and the Brooks Medieval Faire Society are not responsible for any damaged, lost or stolen items or any injuries caused or sustained by you in the course of your participation in the Faire.

Cash: please ensure you are **prepared to do business** at the Brooks Medieval Faire, this means having adequate cash to make change for customers. There will be an ATM on the grounds dispensing \$20.00 bills to facilitate your sales.

Electricity: is available **ONLY** for **food vendors** and not elsewhere. We require a listing of all items requiring electricity from all food vendors on your application form.

Running Water: Food vendors have access to the kitchen in the Kinplex for hot running water as per Alberta Health Services requirements. All others have access to this kitchen as well as permanent washroom facilities in the Kinplex and at the front gate which have potable water taps.

Food Vendors: Please check with Alberta Health Services for forms you must fill out to sell food at the Faire. The Brooks Medieval Faire Society requires a copy of these forms as well.

Dress Code & Décor: this **IS** a Medieval Faire, and as such we ask that vendors/re-enactors wear period clothing and that their space and display materials reflect the Medieval theme. **Vendors in the Artisan Marketplace play a huge role in setting the atmosphere for the event**, so please make an effort to be Medieval.

It can be as easy as covering those less than authentic-looking tables and chairs with cloth or burlap and a costume can be constructed out of many clothes you may already own.

Signage: You may display a sign of no more than 24" deep x 30" long at your space naming your group, and/or what the funds raised will support.

Take-down: You may start packing up at 4 pm on Sunday, August 13th. Please **DO NOT** start packing up before the designated time or you may not be allowed back next year.

No open flames: are permitted in Artisan Marketplace vendor areas. All combustible exhibits and display materials must be flame proofed. Explosive materials are not

allowed. Re-enactors may have fires in a raised fire bowl/box. Please supervise your fires.

Promotion: the Brooks Medieval Faire Society **reserves the right to photograph** and/or **videotape** the events and images of the Faire and reproduce these images for future promotional purposes.

Accommodations: there are numerous hotels/motels in the City of Brooks, you can find a list at www.visitnewell.com.

The hotels that support the Faire are:

Canalta Hotel 1-855-933-1933 ext 1 or <http://www.canaltahotels.com/>

Heritage Inn & Convention Center 1-888-888-4374 or

<http://www.heritageinn.net/brooks.php>

Heritage Inns & Suites 1-888-888-4374 or <http://www.heritageinn.net/brooks>

Ramada Hotel 1-800-854-9517 or <http://www.ramada.com/hotels/alberta/brooks>

Camping: is available on the grounds for vendors and re-enactors in your tent, trailer, or period pavilion but please be aware there are no showers or fire pits on site, although fire bowls are allowed.

Camping is also available at nearby campgrounds - Kinbrook Island Provincial Park (approx. 10 km) and Tillebrook Provincial Park (approx. 3 km). Both offer full hook-ups and shower/laundry facilities.

Pets: absolutely **NO PETS** are allowed on the Faire grounds during the Faire weekend! This is a strictly enforced Faire policy! The only animals allowed at the Faire are service animals and animals involved in working at the Faire.

Area Information: Looking for accommodations, camp grounds, a grocery store, or other points of interest in the Newell region? Check out www.visitnewell.com.

Other: Participating at other shows? If you see a vendor whose merchandise fits the medieval theme, please feel free to give them our contact information. You can also find our group on **Facebook** by searching "Brooks Medieval Faire".

If you have any questions that are not answered here, please email brooksmidievalfaire@gmail.com.