



P. O. Box 62011, Boulder City, NV 89006

WELCOME LETTER TO ALL PARTICIPANTS

The Boulder City Renaissance Faire is set for April 27 - 29, 2012. Three days of royal parades, contact sword tournaments, strolling minstrels, singers and a full venue of entertainment on several stages.

Here are the hours of the faire.

Friday, April 27, 2012, 10AM – 8PM: 10 AM to 2 PM is open for school students and the general public.

Weapons will not be sold to school students. If you are caught selling weapons to student you will be immediately remove from the faire and no refund will be given. We are VERY serious about this.

Saturday, April 28, 2012, 10AM – 8PM: All vendors will remain open during these hours. Guilds are expected to have some representation of their encampment during all faire hours.

Sunday, April 29, 2012, 10AM – 5PM: All vendors will remain open during these hours. Guilds are expected to have some representation of their encampment during all faire hours

Monday, April 30, 2012 all vendors must be out of the faire by 8 AM.

CHECK-IN: Enter off of Buchanan Blvd or Veteran's Memorial Dr. at soccer field parking lot. ONCE YOU SET UP YOU MUST REMOVE YOUR CAR FROM THE FAIRE SITE.

SET-UP AND TAKE DOWN - Set up will take place Thursday, April 26, 2012 starting at 10 AM and Take Down must be completed by 8 AM on Monday, April 30, 2012.

VENDOR APPLICATION (NON PROFIT)

“BOULDER CITY RENAISSANCE FAIRE”

April 27 - 29, 2012

Fri – Sat 10:00 AM to 8:00 PM, Sun. 10:00 AM to 5:00 PM

Dear Vendor,

We are pleased to invite you to be a Vendor at the Boulder City Renaissance Faire at Veteran's Park in Boulder City. The Faire will be April 25 – 27, 2010. This is the 7th annual faire. We expect an attendance of 2000 people.

The Boulder City Renaissance Faire is an event sponsored by the Boulder City Chamber of Commerce in partnership with the Boulder City Renaissance Faire Foundation in support of the Boulder City schools and various other local charities. A portion of the profits will go to the Boulder City High School, Future Business Leaders of America (FBLA) and to the March of Dimes, Saving Babies Together campaign.

Things you should know:

- Sales tax in the state of Nevada is 8.1%. Vendors are responsible to return the one-time sales tax form by 4:00 PM on Sunday, April 30, 2012 with either payment of sales tax or Nevada Tax ID number. **NO EXCEPTIONS.** You will receive this form in your vendor packet upon signing in and can return it to the information booth located next to the beer booth.

Your application is complete when all of the following are received by March 9, 2012.

1. **BOOTH FEE:** Complete application forms and return with fee dependent on the size of booth (*See application forms*).
2. **SPECIAL EVENTS LICENSES:** Vendors are responsible for paying the following: Special Event License fee (\$30.00) an exhibition facilities business license fee (which includes the Department of Taxation (\$3.75)) for a total of **\$30.00**

**PAYMENT - PLEASE SEND BOOTH FEE AND LICENSING FEES IN ONE CHECK WITH
A COPY OF YOUR APPLICATION AND RETURN BY MARCH 9, 2012**

Please make check payable to: Boulder City Renaissance Faire Foundation

Mail to:
Boulder City Renaissance Faire Foundation
P.O. Box 62011
Boulder City, NV 89006

Application will not be considered complete unless returned with payment

If you are accepted, all completed vending applications must be returned to Boulder City Renaissance Faire Foundation no later than 3:00 PM on MARCH 9, 2012. If application is not sent in on time, you will not be accepted to the Faire.

APPLICATION DEADLINE: MARCH 9, 2012 - 3:00 PM

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BOOTH SPACE APPLICATION & AGREEMENT

Company Name: _____ Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ FAX: _____

Email Address: _____

TAX ID# or business license# _____

Non-Profit ID #: _____

=====

Exhibitor Requirements: Booth Rates are available according to the following scale. Requests for space larger than 25 x 25 will not be accepted. **You must supply your own tent, and chairs and hay bales. Application must be filled out completely or it will not be processed. Boulder City provides booth space only!** Pricing includes only one 20 AMP circuit and working passes according to booth size. All booth applications will be screened for compatibility with this event. **PLEASE CIRCLE BOOTH SIZE REQUIRED.**

Non-Profit Organizations may apply to sell items – paying only the fees required by the City of Boulder City with the proper proof of non-profit status (IRS 501(c) 3 paperwork) and approval by the Boulder City Renaissance Faire Foundation.

Indicate size of booth - 10x10 _____
 10x20 _____
 20x20 _____

PAY ONLY THE BOULDER CITY SPECIAL EVENTS LICENSE FEE WITH COPY OF 501 (C) 3

Please list below what you will be selling at your booth. Any additional space needed will be sold for \$5.00 per square foot. If you are a “NEW” vendor with Clark County Special Events you will need to include a photograph of your set up or an example of your product.

VENDORS PLEASE LIST THE TYPES OF ITEMS TO BE SOLD AND THE PRICE RANGE

(All exhibitors must fill out this section)

**Boulder City Renaissance Faire Foundation reserves the right to refuse any booth applications
For more information, please call Cathy Strachan at BCRFF 702-308-3465**

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ELECTRICAL WORKSHEET

(All exhibitors must fill out this section)

Please list all electrical items to be used and their wattage. (Check the sticker on the back of the appliance.) Standard power is included in you booth rental. Standard power is 20 Amps. If you require additional power please check the appropriate box below.

Additional 20 Amps \$50.00 Additional 30 Amps \$75.00

If you are discovered taking more power that you've requested on your application you will be removed from the faire, all fees forfeited and exclusion from future Boulder City Events.

Appliance _____ Watts _____

Appliance _____ Watts _____

Appliance _____ Watts _____

Appliance _____ Watts _____

SUBMISSION OF THIS APPLICATION AND PAYMENT OF FEE DOES NOT
GUARANTEE A SPACE. I HAVE READ THIS ENTIRE APPLICATION AND SHALL
COMPLY WITH ALL – TERMS AND CONDITIONS

Business Name: _____ Date _____

Name: _____ Date: _____

Signature: _____

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TERMS AND CONDITIONS FOR ALL VENDORS

3. Vendor shall submit the required fee by March 9, 2012 or their vending space will be forfeited. No acceptance after this date for anyone for any reason. Participant must be in costumes circa 1000-1600. Vendor booths must be themed in a historical genre depicting shops cir 1000-1600.
4. Vendor is required to be open on April 27, 2012 starting at 10 AM for the duration of the entire even. CLOSING BEFORE THE END OF EVENT, OR STAYING OPEN AFTER THE END OF THE EVENT IS GROUNDS FOR EXCLUSION FROM PARTICIPATION AT FUTURE EVENTS.
5. Vendor must post prices in a legible manner and in a visible space on their booth. Vendors will only be allowed to sell items that have been approved in writing to the Faire committee.
6. Boulder City will not allow the sale of merchandise at the event that offends the community standards that depicts illegal drug use or paraphernalia.
7. **FIRE INSPECTION: Vendors & Guilds** will be required to have on site a fire extinguisher with a minimum rating of 2A10B:C and D and that it has been serviced within the last year by a licensed Nevada fire protection company. These extinguishers will bear a tag with the serving info. If you will be using any type of frying appliance, including commercial grade deep fryers, woks, pots, etc. they will need a fire extinguisher that is a K class, in addition to the C class. This extinguisher must also have been serviced within the last year by a licensed Nevada state fire Protection Company and a no smoking sign must be posted.
8. **SUBLEASING:** Vendor may not sublease their space unless pre-arranged with Boulder City Renaissance Faire Foundation. Sublease in this use excluded renting, sharing, donating and in any way allowing another company or person to display or advertise in an exhibition space.

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TERMS AND CONDITIONS FOR ALL VENDORS

9. **INDEMNIFICATION:** contractor agrees, by accepting this agreement, regardless of coverage under any other insurance policy, to pay all costs necessary to indemnify, defend and hold the City of Boulder City, the Boulder City Chamber of Commerce and Boulder City Renaissance Faire Foundation and the Boulder City Police Department (as applicable) harmless from all claims, demands, actions, attorney’s fees, cost and expensed based on or arising out of any acts, errors, omission, faults ore negligence of contractor or its principals, employees, subcontractors or other agent while performing services under this contract.
10. **ELECTRICAL REQUIREMENTS:** Vendors will receive 110 volt 20 amp electrical service (20 amps = 2000 watts). If you require additional or other electrical hookup, there will be an additional charge. (*Please see Electrical Information section.*)
11. The sale of alcoholic beverages of any kind is strictly prohibited. Failure to comply with beverage rules will result in forfeiture of vending fees and expulsion from the event.
12. Under no circumstances are controlled substance allowed on the festival site. Anyone with controlled substances in their possession on the festival site is subject to immediate expulsion and/or arrest.
13. All business or other activity, for which the vendors have rented space, must be conducted within the designated booth space only! No distribution, canvassing, flyers, nor vending of any kind may be done by strolling through the festival grounds. **No animals – please leave your pets at home. Guide dogs accepted. Failure to comply will mean expulsion from the fair.**
14. Set up will take place on Thursday, April 26, 2012 starting at 10:00 AM and Take Down must be completed by 8:00 AM on Monday, April 30, 2012.
15. Vendors and Encampments: All tents larger than 20 x 20 are required to have a certificate of fireproofing certification.

VENDOR APPLICATION (NON PROFIT)

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TERMS AND CONDITIONS FOR ALL VENDORS

16. Minors under 21 years of age are prohibited from consuming, handling or purchasing alcoholic beverages.
17. Vendors must provide their own tents, tables, chairs, shade covers/tents, lights etc. Tents must look like they are from circa 1000 AD to 1600 AD. **NO PLAIN POP-UP'S ALLOWED. YOUR TENT MUST BE DECORATED!**
18. Glass blower vendors are only allowed to have on 5-gallon tank of natural gas on the site at a time.
19. All participants agree to indemnify, defend and hold harmless the City of Boulder City, the Boulder City Chamber of Commerce and Boulder City Renaissance Faire Foundation and any of their sponsors, officers, employees and agents from any loss, theft, damage or injury to any person or property taking part in the festival.
20. SECURITY : The vendor booths and the encampment areas will be allowed a maximum of 5 people each to stay overnight to provide security for encampments and vendor booths. The BCPD will drive by the park starting at 6:00 PM on Thursday, April 26, 2012 until Monday, April 30, 2012. The City of Boulder City and agents are not responsible for any loss, theft or damage.
21. No political signs are permitted.
22. ALL WEAPONS MUST BE SHEATHED AND PEACE TIED AT ALL TIMES. ANY PERSON FOUND BRANDISHING A WEAPON OTHER THAN A SCHEDULE PERFORMANC OR HISTORICAL REENACTMENT SCHEDULED BY A GUILD WILL BE SUBJECT TO IMMEDIATE EXPUSION.
23. Vendor and Guild Parking – One parking pass for the lower parking lot will be provided; all others will park in upper lot near the soccer field.

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UNIFORM FIRE CODE

SECTION 3203 – DEFINITIONS

CANOPY is a temporary structure enclosed or shelter constructed fabric or pliable material supported by any manner, except by air or the contents it protects, and is open without sidewall or drops on 75 percent or more of the perimeter.

SECTIONS 3205 -ACCESS. LOCATION AND PARKING

32054.2 Location and Parking – Tents shall not be located within 20 feet (6096 mm) of property lines, buildings, temporary membrane structures, other tents and canopies, parked vehicles or internal combustion engines. For the purpose of determining required distances, support ropes and guywires shall be considered as part of the temporary membrane structure, tent or canopy.

Vendor and Guild Parking – One parking pass for the lower parking lot will be provided; all others will park in upper lot near the soccer field.

SECTION 3208 - PORTABLE FIRE EXTINGUISHERS

Portable fire extinguishers shall be required with a minimum rating of 2A10B:C and D and that it has been serviced within the last year by a licensed Nevada fire protection company. These extinguishers will bear a tag with the serving info.

SECTION 3211 – MEANS OF EGRESS

Curtains shall be free sliding on a metal support. The support shall be a minimum of 8 feet (2438 mm) above the floor level at the exit. The curtains shall be so arranged that, when open, no part of the curtains obstruct the exit.

SECTION 3213 – MEANS OF EGRESS ILLUMINATION

Means of egress shall be illuminated with light having the intensity of not less than 1 footcandle (10.76 lx) at floor level while the structure is occupied. Fixtures for means of egress illumination shall be applied from separate circuit or source of power when required by Section 3214.2

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UNIFORM FIRE CODE – cont.

SECTION 3214 – EXIT SIGNS

3214.2 Illumination. Exit signs in temporary membrane structures, tents, and canopies with occupant loads of more than 100 shall be of approved self-illumination type or shall be internally or externally illuminated by fixtures supplied in the following manner:

SECTION 3215 SOURCE OF IGNITION

3215.1 Smoking. Smoking shall not be permitted in temporary membrane structures, tents or canopies or in adjacent areas where hay, straw, sawdust or other combustible material are stored or used. NO SMOKING signs shall be conspicuously posted.

SECTION 3216 – COOKING AND HEATING

3216.1 General. Cooking and heating shall be in accordance with Section 3216. Cooking and heating equipment, tanks, piping, hoses, fittings, valves, tubing and other related components shall be approved or in accordance with the Mechanical Code.

3216.3.1 Cooking and heating equipment shall not be located within 10 feet (3048 mm) of exits or combustible materials

3216.3.2 Tents where cooking is performed shall be separated from temporary membrane structures, other tents and canopies by a minimum of 20 feet (6098 mm).

3216.3.3 Outdoors cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet (6098 mm) from a temporary membrane structure, tent or canopy.

SECTION 3217 – FLAMMABLE AND COMBUSTIBLE LIQUIDS

3217.2 Flammable and Combustible Liquid Storage. Flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet (15,240mm) from temporary membrane structures, tents and canopies. Storage shall be in accordance with Article 79.

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3217.3 Refueling. Refueling shall be performed in an approved location not less than 20 feet (6098 mm) from temporary membrane structures, tents and canopies.

SECTION 3219 - GENERATORS

Generators and other combustion power sources shall be separated from temporary membrane structures, tents and canopies by a minimum of 20 feet (6098 mm) and be isolated from contact with the public by fencing or approved means.

3221.4 Waste Materials. The floor surface inside temporary membrane structure, tents or canopy and the grounds outside and within 30 feet (9144 mm) perimeter shall be kept clear of combustible waste. Such waste shall be stored in approved container until removed from the premises.

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Renaissance Faire Guidelines

Article 32 – Tents and Temporary Structures:

Tents size of 200 square feet or more and canopies of 400 square feet or more shall be permitted by the Boulder City Fire Department.

Structures shall not be located within 20 feet of property lines, temporary membrane structures, other tents and canopies, parked vehicles, internal combustions engines.

All structures must provide a flame retardant certificate for each structure.

Each structure permitted or non-permitted size shall have a minimum of a 2A1OBC fire extinguisher. Each cooking structure shall have in addition to a 2A1OBC a class K extinguisher.

There shall be no open flames within 20 feet. Outdoor cooking that produces sparks/grease laden vapors shall not be performed within 20 feet of temporary membrane structures.

LP-gas containers shall be located outside and 5 feet from temporary membrane structures with safety release valve facing away from the structure.

Extension cords for heating and cooking equipment shall be UL approved, listed for outdoor use and plugged into an approved receptacle.

No smoking shall be posted in all temporary membrane structures, so as to be visible to all occupants.

A maximum of 5 people will be able to stay overnight to provide security for encampments and vendor booths.

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Article 11 – Recreational Fires

A permit is required by Clark County Fire Department/cc Air Pollution Office

Recreational fires shall not be conducted within 25 feet of combustible material unless contained in an approved manner, as approved by this office.

NFPTA 160

To use or produce any flame effects a permit must be obtained from CCFD and the user of such special effects must be licensed by Nevada State Fire Marshall

Article 77 – Black Powder/Explosives

Shall obtain a permit from the Boulder City Fire Department for storage and use.

1. Storage magazine shall be 75 feet from structures, exits or vehicles.
2. Provide 24-hour security.
3. Provide approved placards on all four sides of magazine.
4. Post no smoking signs.
5. Provide insurance of \$1,000,000, listing Boulder City Fire Department as additional insured.
6. Provide storage magazines inspected and approved by CCFD.

Provide a map of the storage area and a description and amounts of product to be used and stored.