

Fantasy of the Lakes Festival

2021 Vendor Application and Contract

Come join the vendor assembly for the 4th Annual Fantasy of the Lakes Festival to be held at

Park TBA March 27, 2021 due to Covid restrictions

Saturday, May 22 and Sunday, May 23, 2021, 10:00 am to 6:00 pm CST!

For more information: Craft & Food Vendors – Rey Thompson

Mail: Fantasy of the Lakes PO Box 492, Lindstrom, MN 55045

email: director@larfmn.com

Important Dates:

- Vendor Application Early Bird Discount of \$15 on fees **postmarked** no later than: **February 27, 2021**
- Early Bird Acceptance Notification, via email: **Begin- January 15, 2021** (possible on application receipt!) ☞ Vendor Cancellation Deadlines: **Received Before March 15, 2021 – Full Refund**
Received Before April 25, 2021 – 50% Refund
Received After April 30, 2021 – No Refund
- Last Day for Vendor Applications: **Received by April 15, 2021**
- Food and Beverage Vendors - Last day to contact the Minnesota Health Department to check for any changes in permit requirements: **April 23, 2021**
- All Cast Rehearsal/Information Day: **Saturday, May 15, 2021 1:00 PM**
- Check in and Setup: **Friday, May 21, 2021 Starts at 8:00 AM – 9:00 PM** (Info pickup beginning at 12:00 PM)

Vending Information / Terms

Applications: Vendors are encouraged to apply by April 15, 2021 to ensure they are listed in the Fantasy of the Lakes Festival ("the Festival") promotional materials and brochure. If new to the Festival, please include costume photos, web links, and exhibits to director@larfmn.com when submitting the application.

Insurance:

General Liability Insurance coverage of at least One Million Dollars (\$1,000,000) is required, with the Fantasy of the Lakes Festival council named as additional insured. A certificate of insurance as proof of insurance will be required after vendor acceptance. Insurance rider policies may be available through the insurance providers used by the Festival for the Festival dates.

- Festival Insurance Event Helper, www.TheEventHelper.com (855) 493-8368
- Act Insurance, <https://www.actinsurance.com/> (844) 520-6991

Remember: The festival will be held regardless of weather conditions (rain or shine). All vendors should be prepared for varying weather conditions.

Sales Tax:

Vendors must have a Minnesota Sales Tax I.D. Visit the Minnesota Dept. of Revenue for information at <http://www.taxes.state.mn.us/>.

Vendors must complete and sign the MN ST-19 - Operator Certificate of Compliance and mail with application. Forms can be found at http://www.revenue.state.mn.us/Forms_and_instructions/st19.pdf

Fantasy of the Lakes Festival

Booths:

The Festival is held (TBA February or March due to Covid) at one of our local parks in Lindstrom or Chisago City. It will be a primitive type site, which covers about 4 acres. The Festival only provides booth space; all booths, displays, signs, and equipment to setup are the vendor's responsibility and cannot be permanent structures. Electrical power is allowed at food vendors who must supply their own generator. Final availability will be confirmed by April 30, 2021.

Booths must be as Renaissance or Fantasy appearance as possible (such as a pavilion, marquee, canopy, stand, pop up tent or cart). A space of 3 feet around each booth is allowed for ropes and stakes; however, there may be some overlap between booths. Additionally, extra space may be provided for approved demonstrations. A sign is required indicating the booth's business name. It should be made of wood, fabric, or another natural period type material. Plastic, cardboard, or magnetic signs are **NOT** acceptable.

Booths using pop-up style, arches, or screen tent type shelters **should** be decorated to conceal modern materials and logos to compliment the feel of the Festival period if possible.

Setup should be complete by 9:00pm Friday, May 21, 2021. The Festival grounds are closed by Security at 9:00pm and reopen at 6am Saturday morning. Vendors are **NOT** allowed on site overnight. Booths must remain setup until 6:00pm Sunday evening. Booths may be taken down only after the close of the Festival. **NO** vehicles are allowed back on site before 6:15pm Sunday or until All customers have left the Festival area.

Every booth will be inspected prior to, and during the Festival for compliance to the guidelines.

- Include a photo of the sign and booth with application. If not available at the time of application, provided by April 15, 2021.

Identification:

Prior to participation at Fantasy of the Lakes Festival ("the Festival"), all approved vendors will be issued a vendor badge. This allows for identification by other participants, to obtain discounts, and to be allowed on the Festival site before or after Festival hours.

- Might do Photo ID's, will be 4 year

Costumes:

The Festival covers a modestly broad fantasy period. To encourage an old-world feel, all volunteers are required to wear some form of period clothing. Costumes may be Fantasy, Celtic, Medieval, Renaissance, Swedish or Historically Fanciful (within reason). Cell phones and modern watches are allowed but **MUST** be concealed from patrons' view.

- Include photos of costumes with submitted applications encouraged but not required. Would be helpful for Application approval.

Remember: The festival will be held regardless of weather conditions (rain or shine). All costuming should be prepared for varying weather conditions.

Weapons:

The Festival **DOES** allow bladed weapons/long bows of historical nature on-site for appearance only. Vendors may wear a sword or dagger (or carry an axe) but the blade must be sheathed completely, with no part of the blade showing, and secured in the sheath, scabbard, or other covering with a plastic zip tie (peace bound or peace tied), and at no time may these weapons be drawn/removed from the scabbard, sheath, or covering. Nonfunctional firearms (e.g. unloaded) are permitted. Bows must be unstrung, and any arrows must be peace bound/tied within a quiver.

This year the city has provided permission for sales of **non-sharpened**, bladed weapons, as long as the blade is peace tied into a scabbard or sheath upon sale to a customer - **NO Firearms**. If the weapon will not be purchased with a scabbard or sheath, it must be wrapped and tied into the wrappings. Please help us to keep this privilege by abiding by the rules of the city and ensuring by-standing patrons are safe from others handling weapons for sale.

Weapons may be used as props for only approved Festival Demonstrations.

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Smoking and Electronic Devices:

Smoking of cigarettes and cigars by vendors must be in the designated break area only. Pipe smoking is allowed if the pipe has a period appearance. All other smoking in front of patrons is **NOT** acceptable.

Cell phones, personal computers, etc. used for transaction processing are allowed; however, they **MUST BE CONCEALED** from patron's view. **Talking on cell phones in front of patrons is not acceptable.** It is recommended that all cell phones be set to silent mode.

Garbage:

Garbage containers will be at convenient locations around the site. **ALL** vendors are required to clean up after themselves during and immediately after the event, there will be garbage bags given for your area, all garbage bags must be tied before disposing due to Covid regulations at this time at the containers, they are emptied each night. Failure to do so will be taken into consideration when evaluating future applications.

Pet Policy:

While we may have animals at The Festival for assorted reasons, we **DO** allow dogs but must be registered for event with leash on The Festival grounds. Owner is responsible for clean-up after your pet. Violations will result in removal from the event.

Please complete a pet application" for approval to have an animal allowed on site.

*****Covid Regulations TBA**

Fantasy of the Lakes Festival

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All wishing to vend at the Festival should read the Vendor Terms and fill out the Vendor Application/Contract and email the application to following:

Questions? Contact:

Food & Craft Vendors – Rey at: director@larfmn.com

CONTACT INFORMATION

Business Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Fax: _____

Website: _____

Email: _____

Contact Name: _____

Cell Phone: _____

Sales tax ID # _____

State Issued: _____

Liability Insurance Company (REQUIRED): _____

PRODUCTS (List Additional Items on Back)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Demonstrations/Special Needs

Do you plan on performing any demonstrations?

Yes No

Do you need additional space (beyond the standard booth size) for the demonstrations?

Yes No

Describe Demonstration(s), Special Requests, _____

Comments, and Suggestions: _____

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EMPLOYEES

Names of Employees. Maximum 4 badges per single 10x10 booth space - 6 badges for larger spaces
Additional badges can be purchased at \$10.00 each. Total badge limit is 8 badges per vendor.

1. _____	2. _____
3. _____	4. _____
5. _____	6. _____
7. _____	8. _____

ADDITIONAL INFORMATION

May we use your name, descriptions, images, and product photos for promotions and publicity?	Yes	No
Do you plan to stay at off-site camping?	Yes	No
<i>Hotel and camping accommodations will be announced Wednesday, January 27, 2021</i>		
Do you provide discounts to other Festival participants? If so, what %? ____	Yes	No

BOOTH FEES

Food and Beverage Vendor Fees	Merchandise Vendor Fees
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** Early Bird Discount, **\$15 Before April 15, 2021**

** Early Bird Discount, **\$15 before April 15, 2021**

Booth Fees: \$1.00/sq ft tent space Minimum Fee = \$100.00 Booth Fees: \$0.65/sq ft tent space Minimum Fee = \$65.00

10 x10 site for Food Vendor Booth = \$100.00

10x10 Site for Craft Vendor Booth = \$65.00

12 x 12 Site for Food Vendor Booth = \$144.00

12x12 Site for Craft Vendor Booth = \$93.60

10 x15 Site for Food Vendor Booth = \$150.00

10x15 Site for Craft Vendor Booth = \$97.50

Other: W x D x \$1.00/sq ft

Other: W x D x \$0.65/sq ft

= ____ x ____ \$1.00+= ____

= ____ x ____ \$.65 = ____

Additional Badges

Additional Badges

\$10.00 each x ____ Badges = \$ ____

\$10.00 each x ____ Badges = \$ ____

Total Fee: \$ ____

Total Fee: \$ ____

*Must have own generator unless discussed

**Exception is Food Vendor hired for cast

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Make checks and Money Orders payable to "Fantasy of the Lakes". **Subtract \$15 discount from total if check is mailed/postmarked before March 15, 2021.**

- **Full payment must be included with application; Funds will be returned if application is denied**
 - **Vendor Cancellation Deadlines:**
 - **Received Before March 15, 2021 – Full Refund**
 - **Received Before April 25, 2021 – 50% Refund**
 - **Received After April 30, 2021 – No Refund**

Total
Enclosed

This application will be considered only if completed in full and accompanied by product information and a check or money order for the total initial Vendor Fees including power. Submit photos of costume, booth/tent photos, with application. Returned checks are subject to **a \$35.00 return fee and a declined vendor application. You may pay online here.**

\$

paypal: <https://www.paypal.com/paypalme/my/profile>

Square: <https://checkout.square.site/merchant/GHAJX0H10J60F/checkout/INFYOLCCLKX4B5MFA5PDKYRH>

Agreement, Liability and Indemnification Statements

- 1) I understand that I am participating in Fantasy of the Lakes Festival under the terms established and set Liability and forth within this Vendor Application and other associated information provided to me as a Volunteer.
- 2) I agree to abide by the rules and guidelines set forth within by the Fantasy Festival Council as well as Custom Koztumez
- 3) I therefore agree to indemnify and hold harmless, now or in perpetuity, Custom Koztumez and the Fantasy of the Lakes Festival Council from all claims, losses, expenses, fees (including attorney fees), costs, and judgments that may be asserted against the Custom Koztumez and the Fantasy Festival Council that result from any acts or omissions of myself and/or my employees, agents, or representatives.
- 4) I understand that the Fantasy of the Lakes Festival will be held regardless of weather conditions (rain, snow, or sun) and that I should be prepared to participate in all varying weather conditions.

SIGNATURES AND APPROVALS

Printed Name

Signature

Date

Fantasy of the lakes Approver Printed Name

Signature

Date