

# Fantasy of the Lakes Festival

## 2022 Food and Vendor Application and Contract

**Come join the vendor assembly for the 3<sup>rd</sup> annual New Fantasy Festival to be held at**

**Park will be announced February 15, 2022**

**Saturday, May 14 and Sunday, May 15, 2022, 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](mailto:director@larfmn.com)**

### Important Dates:

- Vendor Application Early Bird Discount of \$15 on fees **postmarked** no later than: **February 15, 2022.**
- Early Bird Acceptance Notification, via email: **Begin- November 10, 2021** (possible on application receipt!) ➤ Vendor Cancellation Deadlines: **Received Before February 15, 2022 – Full Refund**  
**Received Before March 1, 2022 – 50% Refund**  
**Received After March 15, 2022 – No Refund**
- Last Day for Vendor Applications: **Received by April 1, 2022**
- Food and Beverage Vendors - Last day to contact the Minnesota Health Department to check for any changes in permit requirements: **April 14, 2022**
- All Cast Rehearsal/Information Day: **Saturday, May 7, 2022, 1:00 PM**
- Check in and Setup **Friday, May 13, 2022, 10:00 AM – 9:00 PM** and **Saturday 8:00 AM – 9:00 PM**
- (Info pickup beginning at 12:00 PM)

## Vending Information / Terms

**Applications:** Vendors are encouraged to apply by **February 15, 2022**, 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 example samples to [director@larfmn.com](mailto: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](http://www.TheEventHelper.com) (855) 493-8368

➤ Act Insurance, 844.520.6991, <https://www.actinsurance.com/>

*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](http://www.revenue.state.mn.us/Forms_and_instructions/st19.pdf)

# Fantasy of the Lakes Festival

## Booths:

The Festival is held and be announced in will be one of our local parks in Lindstrom or Chisago. 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 vendor booths must supply own generator. Final availability will be confirmed by February 15, 2022.

Booths must be as close to a period 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 the best give the feel of the Festival period if possible.

Setup should be complete by 9:00pm Friday, May 13, 2022. 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.

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

- Include a photo of sign and booth with application. If not available at the time of application, provide by April 1, 2022.

## 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
- If you received an ID in 2021 you will get yours punched

## Costumes:

The Festival covers a modestly broad fantasy period. To provide 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 application.

*Remember: The festival will be held regardless of weather conditions (rain or shine). All vendors 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 EXCEPTIONS**. 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 demonstrations.

# Fantasy of the Lakes Festival

## **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. Responsible for clean-up after your pet or will ask to remove the dog.

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

**\*\*\*Covid Regulations will be updated prior to the event. If applicable**

# Fantasy of the Lakes Festival

## 2022 Vendor Application and Contract

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** – Robyn at: bruhnrobyn1963@gmail.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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Fantasy of the Lakes Festival

## 2022 Vendor Application and Contract

**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?		
Hotel and camping accommodations will be announced Wednesday, January 27, 2021	Yes	No
Do you provide discounts to other Festival participants? If so, what %? ____	Yes	No

### **BOOTH FEES**

#### **Food and Beverage Vendor Fees**

\*\* Early Bird Discount, **\$15 Before February 15, 2022.**

\*\* **Local community vendors discount \$10.00**

: \$1.00/sq ft tent space Minimum Fee = \$100.00

10x10 Site for Food Vendor Booth = \$100.00

12x12 Site for Food Vendor Booth = \$144.00

10x150 Site for Food Vendor Booth = \$150.00

Other: W x D x \$1.00/sq ft = \_\_ x \_\_ x \$1.00+= \_\_\_\_

\*Must have own generator unless discussed \*\*Exception is Food Vendor hired for cast

Additional Badges

\$10.00 each x \_\_ Badges = \$ \_\_\_\_\_

Total Fee: \$ \_\_\_\_\_

#### **Merchandise Vendor Fees**

\*\* Early Bird Discount, **\$15 before February 15, 2022.**

\*\* **Local community vendors discount \$10.00**

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

10x10 Site for Craft Vendor Booth = \$65.00

12x12 Site for Craft Vendor Booth = \$93.60

10x15 Site for Craft Vendor Booth = \$97.50

Other: W x D x \$0.65/sq ft = \_\_ x \_\_ x \$.65 = \_\_\_\_

Additional Badges

\$10.00 each x \_\_ Badges = \$ \_\_\_\_\_

Total Fee: \$ \_\_\_\_\_

# Fantasy of the Lakes Festival

## 2022 Vendor Application and Contract

Make checks and Money Orders payable to "Fantasy of the Lakes". **Subtract \$15 discount from total if check is mailed/postmarked before February 15, 2022.**

➤ **Full payment must be included with application; Funds will be returned if application is denied**

- **Vendor Cancellation Deadlines:**
- **Received Before February 15, 2022 – Full Refund**
- **Received Before March 1, 2022 – 50% Refund**
- **Received After March 15, 2022 – No Refund**

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 costume, booth/tent photos, with the application. **Returned checks are subject to a \$35.00 return fee.**

Total  
Enclosed

\$

Pay Online at Fantasy of the Lakes- PayPal or Square email [director@larfmn.com](mailto:director@larfmn.com).

### Agreement, Liability, and Indemnification Statements

- 1) I understand that I am participating in Fantasy 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 Fantasy of the Lakes
- 3) I therefore agree to indemnify and hold harmless, now or in perpetuity, Fantasy of the Lakes and the Fantasy Festival Council from all claims, losses, expenses, fees (including attorney fees), costs, and judgments that may be asserted against the Fantasy of the Lakes 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 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