

43rd Annual Medieval Fair in Norman

April 5-7, 2019; 10:00 a.m. – 7:00 p.m. Daily

What is the Medieval Fair?

The Medieval Fair is an outdoor living history arts and crafts fair, held each spring at Reaves Park in Norman, Oklahoma. We aim to recreate an English Market Fair in the 1360s. Our vendors contribute to this illusion by playing the roles of town merchants, and are required to both wear appropriate period costumes and decorate their booths accordingly. Detailed costume and booth recommendations are provided on request. We have seven+ stages of entertainment, jousting, games, rides, and a variety of arts and crafts. Attendance was estimated at 155,000 for the 2018 Medieval Fair, despite a teachers strike keeping students away on Friday and freezing temperatures causing a late opening on Saturday. Attendance in 2016, with excellent weather, was approximately 302,000.

Is my craft suited for a Medieval Fair?

With a goal of recreating a 14th century market, we strive to keep all arts and crafts within the medieval theme. We strongly prefer that all arts and crafts are made by you or your immediate employees. If you sell imports as part of your inventory, we will still consider your application, however, preference will be given to vendors who produce their own items for sale. This is a juried fair, and each application will pass through a selection committee who rates vendor products based on several factors, including, but not limited to, and in no implied order of importance:

- Conformance to the 14th century fair theme
- Handcrafted items or art
- Artisans who demonstrate their craft at the fair
- Quality of workmanship and unique product offerings
- Adherence to costuming and booth decoration guidelines

The following products are prohibited:

- Replica guns
- University of Oklahoma trademark items without proof of licensing agreement
- Plastic items such as commercially produced products one may find in a flea market

Commercially produced import items will be permitted only if the Selection Jury deems them especially relevant to the European medieval time period or to reenactors and if they are not creating unfair competition with similar handcrafted items. Final decision on all vendor items permissible for sale will reside with the Medieval Fair Coordinator.

VENDOR APPLICATION DEADLINE IS 5:00 P.M., CST, November 1, 2018. NO EXCEPTIONS.

Artisan, Food, and Game Vendors: Submit completed application, \$15 fee (ONLY, no booth rental fees can be paid until after vendor is accepted by the jury), photos or link to website/Etsy/Facebook page are required. If accepted, contract and payment is due by 5:00 p.m. CST, February 15, 2019. Vendors who submit required documents and/or payment after the deadline will be assessed a \$50 late fee. The withdrawal deadline is 5:00 p.m. CST, March 5, 2019. If payment (and any incurred late fee) is not received by this time, your booth can be reassigned to another vendor.

Rules, Regulations, and Procedures

Submission of an application to Medieval Fair constitutes agreement by entrant to the Rules, Regulations, and Procedures, as outlined in this document.

- 1. Submission of application does not guarantee acceptance in the fair.** Past participation does not guarantee future acceptance. Participation in the fair is at the sole discretion of the Medieval Fair Department of the University of Oklahoma. **ALL** vendors are required to pay a nonrefundable \$15 application fee before application will be considered complete or considered for acceptance.
- 2. Insurance: Proof of liability insurance naming the “Board of Regents of the University of Oklahoma/Medieval Fair and the City of Norman” as certificate holders (NOT as additional insured) is required of ALL vendors and must be received no later than 5:00 p.m. CST, March 5, 2019.** Participant shall carry and maintain, in full force and effect during the fair, public liability insurance covering personal injury, bodily injury, and property damage liability, in a form and with an insurance company acceptable to the University of Oklahoma, with limits of coverage of not less than \$100,000 for any person or property, and \$1,000,000 per occurrence for each accident or incident. Contractor warrants that they carry the state mandated coverage for workers’ compensation.
- 3. No Smoking.** Smoking is prohibited by law on City of Norman park grounds. Participants will be allowed to smoke **ONLY** in parking lots. This will be enforced without exception.
- 4. No Alcohol.** No alcoholic beverages may be sold or consumed by law on City of Norman park grounds.
- 5. Oklahoma Tax Commission.** The Participant, whether or not a resident of the state of Oklahoma, is responsible for payment of Oklahoma Sales Tax, and such tax will NOT be collected by the fair. The tax commission provides temporary sales tax permit forms which will be distributed by the fair at vendor check-in. The current sales tax rate is 8.75%, but is subject to change. It is your responsibility to confirm the tax rate on your paperwork at check-in.
- 6. Fire Marshall:** All tents greater than 120 square feet (larger than 10’x12’) must provide a copy of their Certificate of Flame Resistance to the fair and have a fire extinguisher on hand (Artisans Type ABC, Food Vendors Type K). This is a City of Norman requirement. A legible photograph of the tag sewn into your tent is acceptable in lieu of certificate.
- 7. Cleveland County Health Department:** All vendors selling any consumable food or beverages are required to obtain a temporary Health Department permit. All food vendors **MUST** comply with Cleveland County Health Department regulations. Inspection of food handling practices by a County Health Inspector will be conducted on Friday morning of the fair. Questions about permits or food handling regulations should be directed to the Cleveland County Health Department, 405-321-4048.
- 8. Leash Law:** All pets must be on a leash at all times, per City law. Pets may not be left unattended or unsupervised at any time.
- 9. Mandatory hotel & sales report:** This report is due the Monday following Fair from ALL vendors. Failure to remit this information may result automatic application rejection for the 2019 Medieval Fair.
- 10. COMMISSIONS:** No commissions are collected from artisans. Food Vendors and Game Operators are required to pay 20% of actual net sales to the fair. Commission payments must be received no later than 5:00 p.m., May 7, 2019. A \$50 late fee will be assessed for payments

received after this date. Payments more than 60 days in arrears may be submitted for collections, and result in automatic application rejection for the 2019 Medieval Fair.

11. European Medieval Costumes and Booth Decorations are Mandatory during ALL operating hours of the fair.
12. No retail, commercially-produced, manufactured, or flea market items may be sold, unless explicitly approved by the Selection Jury. Other unacceptable items include anything made of plastic; wooden toys, shields, or swords that are not crafted by the vendor or immediate employees thereof; replica guns; University of Oklahoma trademark items without proof of licensing agreement.
13. One booth per application. One primary responsible party per booth. If multiple artisans are selling under one booth. You may apply on the same application, but each artist must be listed in the "Made By" column of the "Products or Services" details section of the application.
14. The Medieval Fair reserves the right to limit the number of vendors selling certain crafts or foods.
15. The Fair will try to honor special requests or requirements, but no guarantees can be made. If you have such a request, please state your request on application and include your previous year's assigned space number, if applicable.
16. The Fair is committed to making its programs accessible to persons with disabilities. For services on the basis of disability, please indicate so on your application.
17. A \$25 penalty fee will be withheld for a participant's withdrawal prior to 5:00 p.m. CST, March 5, 2019. NO REFUND will be made for entrant's withdrawal received after 5:00 p.m. CST, March 5, 2019.
18. There are no rain dates and no refund will be made in the event of inclement weather, or other similar causes beyond control of the Medieval Fair Department.
19. The Fair provides daytime and nighttime minimal security. However, all vendors participate at their own risk to self or property. The Medieval Fair, the University of Oklahoma, and the City of Norman assume no liability for damage, loss, or theft.
20. Artisan participants may set up their booth or tent on Thursday before the Fair, only AFTER picking up their check-in packets. Staff will be available to assist you in finding your location, if needed, but are not available for carrying equipment, setting up tables, booths, or performing other tasks related to setup.
21. Participants MAY NOT trim or cut trees, or affix signage, rain flies, tent ropes, or other items, to trees by any method. Holes may be dug for posts and stakes, but these must be removed at the conclusion of the Fair and the holes must be refilled.
22. Artisans must provide their own booth or tent display materials. Food vendors must provide all equipment necessary for food service, in adherence to Cleveland County Health Department regulations.
23. Medieval Fair reserves the right to inspect all tents and structures for proper anchoring, safety hazards, or other violations. Any action deemed necessary by the Medieval Fair will be done immediately and at the vendor's expense.
24. Rental tents are available through the Fair, but vendors are responsible for providing appropriate decorations. Rental tents will be set up at your site no later than 3:00 p.m., the Thursday before the Fair, weather permitting; and will be taken down on the Monday following the Fair by the rental company. Vendor's goods MUST be removed from tents on Sunday night,

after the Fair closes 7:00 p.m. Certificate of Flame Resistance is provided by the rental company if tent exceeds 120 square feet.

25. Assigned spaces are non-transferable. No mobile sales area may be set up without express permission of the Medieval Fair Coordinator. No participant will move a booth to another site or location without express permission of the Medieval Fair Coordinator. All structures, ropes, supports, signage, displays, or other items may not exceed the boundaries of the assigned space.
26. Booth address must be displayed in clear sight at all times. You will be issued a card with your assigned space number during check-in.
27. Each participant's booth shall remain open and operating during the full extent of Fair hours each day, from 10:00 a.m. to 7:00 p.m. on Friday, Saturday, and Sunday. Food concessions must remain open with adequate available food stock during all Fair hours of operation.
28. There is no camping on the Medieval Fair grounds without advance special permission from the Medieval Fair Coordinator. Name, address, vehicle description, and tag number must be registered at the site office during check-in if you have received advance permission from the Medieval Fair Coordinator to camp on site.
29. There will be no parking of vehicles on Fair grounds or roads during the hours of Fair operation. **ALL VEHICLES MUST BE REMOVED FROM THE GROUNDS AND MAIN ROADS BY 9:30 A.M. EACH DAY.** No vehicles will be allowed on the grounds at all if grounds are determined to be too wet. This determination will be made by the Medieval Fair Coordinator or the City of Norman Parks Department. This may require hand carrying of supplies, or delaying setup/teardown. **BE PREPARED AND BRING A HAND CART!** Reserved parking in designated areas will be provided for participants. Parking permits will be provided at check-in and **MUST** be clearly displayed on your vehicle's windshield and/or trailer. Permit is **REQUIRED** for access to the site after 7:00 a.m. on Friday through 7:00 p.m. on Sunday. You **WILL BE DENIED ACCESS** by gate personnel if your permit is not properly displayed. Additional vendor employees/assistants will need to park in public parking lots. For the safety of our patrons and visitors, vehicles will not be permitted back onto site until **after 7:15 p.m.** each day, **or until the crowd has adequately dispersed.**
30. There shall be no signs or items for sale which are insulting to anyone.
31. Participants will use the assigned site for the purpose of demonstrating and/or selling only those items listed on the initial application and approved by the Fair. Any additions or substitutions must be submitted to the Selection Jury for review prior to the opening of the Fair. Any items not listed on the application or work that falls below the quality represented on the application shall be removed from sale at the discretion of the Medieval Fair Coordinator. Refusal to comply may result in expulsion from the Fair with no refund or compensation of any kind.
32. The distribution of any printed materials shall be subject to prior written approval of the Fair. No printed materials may be placed on vehicles.
33. Participants must conduct themselves with good manners in a polite and professional manner.
34. Participant sites shall be maintained in a clean and orderly fashion at all times. Trash items must be taken to the available dumpsters and **NOT** placed in public trash barrels. Cardboard **MUST** be flattened and taken to a recycling trailer, **NOT** placed in a trash can or dumpster.
35. **WEAPON VENDORS:**
 - a. **Oklahoma State Law** prohibits selling weapons to minors. All participants **MUST** abide by this law. **NO** weapons (including, but not limited to: whips, stars, maces, brass knuckles, or metal blades of **ANY** length) may be sold to minors under the age of 18

years. No student is allowed to possess a weapon at a school function. Therefore, no weapons may be sold to primary or secondary students of ANY age who may be attending the Fair on Friday with a school.

- b. **You must post a sign at your booth stating that no weapons will be sold to minors.**
- c. ALL customers must present identification verifying age.
- d. ALL weapons sold to patrons MUST be packaged and instructions given that the packaging MUST NOT be removed at the Fair.
- e. Inform all customers that, per Fair policy, all weapons are required to be peace tied and sheathed, and may not be drawn at any time for any purpose.

36. Food Vendors:

- a. To reduce the amount of trash and preserve the beauty of our city parks, no individually packaged condiments may be used. Condiments must be served from bulk containers at your site in a manner consistent with Cleveland County Health Department regulations.
- b. The Fair reserves the right to limit duplicates of food items.
- c. Vendors are responsible for keeping the area surrounding their trailer or booth clean and free of trash. Vendors must use dumpsters for trash disposal and recycling trailers for flattened cardboard disposal. DO NOT use the public trash barrels.
- d. DO NOT pour oil or other cooking liquids on the grounds, by trees, or in the sewage drain.
- e. Gray water must be contained and hauled to a proper disposal site each day, or as needed. It may NOT be dumped on the grounds or in a sewage drain.
- f. Food vendors may set up on **Tuesday** before the Fair. Electricity will NOT be available until after 3:00 p.m. on Thursday.
- g. For safety reasons, food vendor employees may wear a current year Medieval Fair t-shirt in lieu of a costume.

Applications Due by 5:00 p.m. CST, November 1, 2018. Submit through the online application system at mis.medievalfair.org.

ALL VENDOR APPLICANTS, including returning applicants, must submit a complete list of items to be sold.

- Make check or money order payable to "University of Oklahoma." **DO NOT** make payments payable to Medieval Fair! Incorrect payments will be returned for correction; receipt of corrected payment after the payment deadline WILL RESULT IN A LATE FEE, even if you previously submitted an incorrect payment before the deadline.
- A processing fee of \$25 will be charged for ALL returned checks.

Mail to:

Medieval Fair
1700 Asp Ave.
Norman, OK 73072

Costs:

1. Non-refundable Application Fee \$15 (does not apply towards space fee or any other costs)
2. Space Fees (does not include tent):

The Medieval Fair is an outdoor event, held at a temporary site on unimproved grounds. Be aware that Oklahoma weather is unpredictable, at best. While we typically have pleasant weekends for the Fair, your advance preparation for the following situations is necessary:

- Extreme heat (Highest on record during the Fair was 99°F)
 - Unexpected cold (Lowest on record during the Fair was 32°F)
 - Dry, hard ground, and blowing dust
 - Heavy rain and severe storms, flash flooding
 - Variable ground conditions: flat, sloped, grassy, gravelly, muddy, divots, potholes
 - Wind will be present: speeds during the Fair have ranged from 5 m.p.h. to 60 m.p.h. gusts
 - a. Artisan
 - i. Wandering Vendor (Artist sells from basket, pole, or cart with no assigned space) \$130.00
 - ii. Youth (12'x12' regular row space for artists less than 18 years old, must make all wares) \$70
 - iii. 1 Artist Space (12'x12' regular row space) \$190
 - iv. 2 Artist Spaces (12'x24' regular row space) \$315
 - v. 3 Artist Spaces (12'x36' regular row space) \$440
 - vi. Free Standing Space (round, oval, deeper than 12 feet or want to sell from more than one side, availability is limited) \$0.60 per square foot of footprint (i.e. including rope lines) plus base cost \$215. Example 24x24 freestanding space would cost $\$0.60(24 \times 24) + \$215 = \$560.60$
 - b. Food Vendor
 - i. Wandering Food Vendor (sell from cart, pole, etc. No assigned space. No electricity.) \$215
 - ii. Snack Food Vendor Space (No Bigger than 12' x 12'. One snack type food item. 110v Electric included-IF available at that location. NOT located in food concession areas.) \$290
 - iii. Food Vendor Space (Vendor provides own booth or trailer. Does NOT include electricity.) \$515
3. Electricity (very limited availability)
 - a. Artisans (IF it is available and MUST be necessary to your business.) \$50
 - b. Food Vendors
 - i. 110v Service \$100
 - ii. 220v Service \$125
 4. Rental Fees (does NOT include space fee)

We are pleased to offer tents and tables for rent. These are used items that are available through the Medieval Fair as a convenience to our vendors. While every effort is made to obtain ideal items from the rental companies, some points to consider regarding rental items are:

- Tents may not be in “brand new” condition
- Tents may not prevent heavy rains from entering your vendor space
- Sidewall overlap may be minimal or non-existent and may not reach ground level
- Mud flaps are not provided
- Standard stakes are provided; you are invited to bring your own heavy-duty stakes to supplement, if desired
- Shade moves with the sun, so consider adaptations for different times of day to enhance the comfort of your staff and patrons
- Tables are rectangular
- Ground surfaces may be uneven, so consider options to level tables as needed
- Vendors must transport tables from a centralized location to their booths

a. Tents

- i. 10x10 \$135
- ii. 10x20 \$240
- iii. 10x30 \$315
- iv. 20x20 \$255
- v. 30x30 \$650

b. Tables \$15 each (6 feet to 8 feet long depending on availability)

5. Other Costs

- a. Liability Insurance – All vendors (artisan, food, game) and some performers (jugglers, jousters, acrobats, stilt walkers and anything involving weapons or animals) are required to carry their own liability insurance naming the Board of Regents of the University of Oklahoma/Medieval Fair and the City of Norman as certificate holders. Your rate will vary according to your product or service. There are several companies that offer insurance for single weekend special events. A list is available on request.
- b. Cleveland County Health Department temporary food vendor permit if you don't already have a permanent one. This is issued and collected by them, not by Fair. Cost is \$100 as of September 2017 but subject to change.
- c. 20% Commission on Food and Games/Rides. (Artisans do NOT pay commission.)
- d. Soft Drink Permit \$100
- e. Ice for Food Vendors \$3.50 per bag
- f. Program Advertising
 - i. 1/8 page - \$100
 - ii. ¼ page - \$300
 - iii. ½ page - \$500
 - iv. Full page \$700
- g. Straw Bales \$8 each
- h. Returned Check Fee \$25
- i. Late Payment Fee \$50
- j. Withdrawal Fee \$25

Deadlines & Important Dates

November 1st – Applications due

January 15th – Accept/Reject notices to be sent

February 15th – Vendor payments due

March 5th – Last day to withdraw with refund. Proof of insurance due.

Tuesday before Medieval Fair – Food Vendors may set up.

Thursday before Medieval Fair – Artisan Vendors may set up.

April 5, 6, & 7, 2019 Medieval Fair!

Monday after Medieval Fair – Mandatory hotel & sales report due.

May 7th – Commission payments due from Food & Game vendors.

Contact Information:

Ann Marie Eckart, Medieval Fair Coordinator

Email: ameckart@ou.edu

Phone: 405-325-8610

Website: www.medievalfair.org

Facebook: “The Medieval Fair of Norman”

Twitter: @medievalfair

Instagram: medievalfair