

45th Annual Medieval Fair in Norman

April 9-11, 2021

What is the Medieval Fair?

The Medieval Fair is usually an outdoor living history arts and crafts fair, held each spring at Reaves Park in Norman, Oklahoma where we aim to recreate an English Market Fair in the 1360s. For 2021 the event will be different because of Covid restrictions. Accepted artisans and vendors will present virtually. The descriptions and pictures from your application will be in a marketplace on our website for patrons to browse and follow links to your online sales. You may also submit video to be included in our online programming such as you creating your product or explaining your art or even how or why you became an artist. The Fair also intends to promote vendors on its social media in the time leading up to Fair. A limited number of food vendors will be in-person at the park. There is room for about 25 to 30 food vendors depending on their size. This will be a food to go event. Patrons will be able to park in the Reaves Park parking lots for free and walk to the food trucks to get their food to go. There will not be any performances or artists present to tempt patrons to stay at the park. Marks will be chalked or painted every six feet in front of each booth to help with social distancing while waiting in lines. There will be signage indicating the requirement to wear masks at multiple locations. Food vendors and their employees must wear masks at all times. There will be signage encouraging patrons to “tune in” at home to the Virtual Medieval Fair that will be streaming online at the same time. At this time we have not identified a way to safely include games and rides in this year’s Fair.

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
- Quality of workmanship and unique product offerings

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, February 1, 2021.

Artisan and Food Vendors: Submit completed application, \$15 fee (ONLY the app fee- the \$10 booth listing fee can't be paid until after vendor is accepted by the jury-sorry it's a computer thing), photos and link to website/Etsy/Facebook page are required. If accepted, contract and payment is due by 5:00 p.m. CST, March 8, 2021. Artisans will have a \$10 booth listing fee regardless of what size their booth has been in the past. Food vendors will NOT have the \$550 site fee but will pay \$150 for electric if it is needed and will pay a 20% commission on sales after the event.

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 in-person vendors and must be received no later than 5:00 p.m. CST, March 8, 2021.** 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 vendors must have a fire extinguisher on hand (Artisans Type ABC, Food Vendors Type K). This is a City of Norman requirement.
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 in-person vendors. Failure to remit this information may result automatic application rejection for the 2022 Medieval Fair.
10. **COMMISSIONS:** No commissions are collected from artisans. Food Vendors are required to pay 20% of net sales to the fair. Commission payments must be received no later than 5:00 p.m., May 12, 2021. Payments more than 60 days in arrears may be submitted for collections, and result in automatic application rejection for the 2022 Medieval Fair.
11. 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.
12. The Medieval Fair reserves the right to limit the number of vendors selling certain crafts or foods.
13. 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.
14. 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.
15. 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.
16. 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.
17. 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.
18. Food vendors must provide all equipment necessary for food service, in adherence to Cleveland County Health Department regulations.
19. Medieval Fair reserves the right to inspect all 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.
20. Rental tents are NOT available through the Fair for 2021.
21. 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.
22. Each participant's booth shall remain open and operating during the full extent of Fair hours each day, from 11:00 a.m. to 7:00 p.m. on Friday and Saturday, and from noon to 6:00 p.m. Sunday. Food concessions must remain open with adequate available food stock during all Fair hours of operation.
23. 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.
24. There shall be no signs or items for sale which are insulting to anyone.
25. The distribution of any printed materials shall be subject to prior written approval of the Fair. No printed materials may be placed on vehicles.

26. Participants must conduct themselves with good manners in a polite and professional manner.
27. 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.
28. **WEAPON VENDORS:**
 - a. **Oklahoma State Law** prohibits selling weapons to minors. All participants MUST abide by this law. NO weapons may be sold to minors under the age of 18 years.
 - b. **You must post a sign at your booth/on your site stating that no weapons will be sold to minors.**
 - c. ALL customers must present identification verifying age.
29. **Food Vendors:**
 - a. The Fair reserves the right to limit duplicates of food items.
 - b. DO NOT pour oil or other cooking liquids on the grounds, by trees, or in the sewage drain.
 - c. Gray water must be contained. It may NOT be dumped on the grounds or in a sewage drain.
 - d. Food vendors may set up on **Wednesday** before the Fair. Electricity will NOT be available until after 3:00 p.m. on Thursday.

Applications Due by 5:00 p.m. CST, February 1, 2021. 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.
- A processing fee of \$25 will be charged for ALL returned checks.

Mail payments 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. Artisan listing fee: \$10

The Medieval Fair is an outdoor event. For 2021 Food Vendors will be parked on pavement at center of park on road the runs east/west. 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
- Wind will be present: speeds during the Fair have ranged from 5 m.p.h. to 60 m.p.h. gusts

3. Electricity (limited availability) – Food Vendors \$150

No tents or tables are available for rent in 2021.

4. Other Costs

- a. Liability Insurance – All in-person vendors 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. (Artisans do NOT pay commission.)
- d. Ice for Food Vendors will NOT be available for 2021. You will need to provide your own ice.
- e. Returned Check Fee \$25

Deadlines & Important Dates

February 1st – Applications due

March 1st – Accept/Reject notices to be sent

March 8th – Vendor payments due

March 8th – Last day to withdraw. Proof of insurance due.

Wednesday before Medieval Fair – Food Vendors may set up.

April 9, 10 & 11, 2021 Medieval Fair!

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

May 12th – Commission payments due from Food & Game vendors.

Contact Information:

Medieval Fair Departmental email: medievalfair@ou.edu

Ann Marie Eckart, Medieval Fair Coordinator email: ameckart@ou.edu

TEMPORARY OFFICE PHONE UNTIL FURTHER NOTICE: 405-209-1576

Phone: 405-325-8610

Website: www.medievalfair.org

Facebook: "The Medieval Fair of Norman"

Twitter: @medievalfair

Instagram: medievalfair