

Egil's 34 Merchant Pre-Registration Packet

Pre-Registration Autocrat: Brother Al (EgilsPreReg@hotmail.com)

We want to welcome all interested merchants to Egil's 34! We're doing our best to streamline this process and make it as easy for you as possible. There is, however, some information we need to make sure you know about before you register. Please take the time to read through everything before registering and help us create an atmosphere in which you and your customers can enjoy the event. If you have questions or concerns, feel free to contact the pre-registration autocrat and we'll do our best to answer them. Please fill out the packet completely so that we can better accommodate you as well as advertise your presence and wares to the attending populace!

General Information and Guidelines for Merchanting at Egil's 34

- Merchant Pre-registration ends on May 1st, 2008.
- Merchant fees are \$3.00 per foot of frontage (including room for any guy ropes.) There is no charge for booth depth, though the terrain and site layout may limit you. We shall do our best to accommodate your requested depth in the layout and planning of Merchant's Row.
- This merchant pre-registration form is for your booth only. Please make sure to also fill out and mail in pre-registration forms for yourself and anyone who will be accompanying you.
- Vending days are from Friday, through Monday, from 9:00 AM through 9:00 PM (through 2:00 PM on Monday).
- We are limited to 30 merchants for this year's event. Space will be filled on a first-come-first-served basis.
- Vendors will be allowed to enter the site for setup on Thursday, May 22nd starting at 1:00 PM, through 8:00 PM. We cannot allow merchants onsite before 1:00 PM as we need that time to lay out and prepare Merchant's Row. Merchants are also welcome to arrive on Friday during the hours of general admission.
- We ask that merchants along with all of the general public leave the site no later than 5:00 PM on Monday.
- This site does not have electricity or running water available. We will have potable water available from a water tank that will be centrally located to the site, not necessarily merchant's row. Please bring water storage and transport containers accordingly.
- As this is an event with a medieval theme, we want to preserve the medieval character of the Merchants row. To that end, we ask that all merchandise for sale be of medieval character or SCA appropriate. We reserve the right to ask a merchant to not display any merchandise that doesn't fit within this theme.
- Likewise, we ask that you do your best to keep the appearance of yourself and your vending space appropriate for a medieval merchant's row. If necessary Gold Key will be available and able to provide clothing for the event.
- No alcohol may be sold at the event. This is to comply with State liquor laws.
- Smoking, by kingdom law, is prohibited on or near merchant's row. You are permitted to smoke in your own encampment.
- We ask that any music played from Friday to Monday be period or SCA appropriate.
- You need to have a fire extinguisher if there is to be any fire of any size in or near your booth.
- Food merchants are asked to abide all mundane laws and food handling practices for the State of Oregon, including, but not limited to, having valid food handler's permits.
- Oregon does not have a sales tax so all merchants are free from having to collect one!

Merchant Checklist:

Your completed packet should consist of:

- A completely filled out Vendor Application Form.
- A read and signed Egil's Market Vendor Agreement
- A Food Vendor Addendum (If you intend to sell food).
- Completed individual Egil's Pre-registration Forms for yourself and everyone with you.
- Checks or money orders made payable to "Barony of Adiantum, SCA, Inc." for all fees.

Mail your completed application packet and all fees to:

**Egil's 2008 Marketplace
PO Box 72209
Eugene, OR 97401-0291**

Egil's Market Vendor Agreement

ALL VENDORS MUST SIGN THIS DOCUMENT TO MERCHANT AT EGIL'S.

I, the undersigned, vendor for myself and my agents, employees and affiliates, have read and understood all information and regulations relevant to vending at Egil's 2008 and agree to abide by all rules established by the State of Oregon, the Society for Creative Anachronism, Inc. (SCA), and the Autocrat Staff of Egil's 2008. I acknowledge that I am an independent operator and that neither I, nor my agents, employees, or affiliates have any authority to contract or incur liability for or obligation on behalf of the SCA, Egil's 2008 or any of their agents; and will indemnify the above entities against any and all claims that may be made against them due to my activities. I assume responsibility for any claims, costs, expenses or attorney fees incurred by the SCA or Egil's 2008 due to my activities. I agree that if anyone using my assigned Market space fails to comply with all applicable rules or any portion of this agreement, the Autocrats and Merchant Staff may take immediate steps which, in their sole judgment, may be necessary to protect Egil's 2008 and the SCA's interests, including, but not limited to, the closing of the contracted selling site, removal of selling materials, removal of vendor and halting all vendor activities at Egil's 2008 without refund of any fees to the vendor. I acknowledge that my assigned Market space is nontransferable and that use is limited to the persons listed with this agreement. I assume full responsibility for the actions of any and all persons who use my assigned space for vending, camping or any other activities. I agree that I will have removed all equipment, supplies, merchandise, and trash from my assigned space and will have paid all charges by no later than 5:00 PM on May 26th, 2008. I assume responsibility for any hauling charges or other expenses incurred for disposal and for cleanup of the Market site I occupied. I understand the definitions of wares set forth within this packet and all booth requirements. I understand the alcohol and controlled substance policy as set forth in this packet and agree on behalf of myself and my entire party to comply fully.

Legal Signature: _____ Date: _____

Print Name: _____

Please list the legal names of all the persons who will be working in your sales booth and/or staying within your encampment.

- | | |
|-----------|-----------|
| 1. _____ | 11. _____ |
| 2. _____ | 12. _____ |
| 3. _____ | 13. _____ |
| 4. _____ | 14. _____ |
| 5. _____ | 15. _____ |
| 6. _____ | 16. _____ |
| 7. _____ | 17. _____ |
| 8. _____ | 18. _____ |
| 9. _____ | 19. _____ |
| 10. _____ | 20. _____ |

Egil Skallagrimsson Memorial Tournament 34

Food Booth Addendum

Applications must be post marked by May 1st, 2008
Please remember to fill out ALL the other forms in this packet!!!

Business Name: _____

So that we can better plan for and advertise your presence, please let us know what you're planning on serving! (or attach a printed menu if you have one!)

Prospective Menu:

Cooking methods (i.e. propane grills, open fire, etc.)

Where have you food merchanted before?

Where have you special requests? (Sorry we can't provide running water, electricity, or garbage cans...)

Egil Skallagrimsson Memorial Tournament 34

Food Booth Addendum Agreement

We have a great need for food merchants at our event and want to make sure that everything goes as well as possible both for all of the merchants as well as their customers. To that end, there are some guidelines and requirements that we have to abide by for your protection as well as ours. Since food has its own special concerns and legal requirements, there are some additional needs that come up. These are:

- Food booth workers must have valid Food Handler's Cards.
- Food booths must have a county and state approved fire extinguisher.
- Merchant that has registered the business must have a valid Food Handler's Card.
- Remember to fill out ALL of the forms in the market packet.
- The food booth owner is responsible for a county and state approved hand wash station.
- The food booth owner is responsible for county and state approved sanitation kit.
- Only approved merchants and staff may vend in the booth.
- To best serve the needs of the populace Food Booths are to remain open until at least 6pm each day (unless cleared with the autocrat)
- Please bring a garbage can for any disposable items or refuse. We can't guarantee any near your booth.

Please make sure to abide by these requirements. If you have any concerns or questions regarding these, please let us know and we can do our best to address them. If you choose not to we will have no choice but to ask you to leave the event. We don't want to do that! Also, the fire marshal has been known to visit us from time to time so make sure to have your fire extinguisher visible and ready!

Business Name: _____

Name: _____ SCA name: _____

Legal signature: _____ Date _____

If you are an Alter-abled merchant please check this box.

It may be possible for us to make some accommodations for you.

Let's have a great event!