

# Two Rivers Medieval Faire

May 13<sup>th</sup> and 14<sup>th</sup>, 2023  
Saturday 10:00am – 6:00 pm Sunday 10:00am – 6:00  
Chelan County Expo Center Arena  
5700 Wescott Drive Cashmere, Wa 98815

You are cordially invited to attend the 14th Annual Two Rivers Medieval Faire to be held on May 13th and 14th at the Chelan County Expo Center Arena in Cashmere, WA.

Please join us for a rousing time with jousting, theater, dancing, singing, combat, children's activities, and merriment for all!

Applications and fees are due no later than **March 30th, 2023**. Applications received by December 31<sup>st</sup> will receive a 10% discount

## Business Information

Business name: \_\_\_\_\_

Contact name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Preferred contact method: \_\_\_\_\_

Merchandise description: \_\_\_\_\_

**(All food or beverage sales must be disclosed in application and vendors are required to follow all local laws. Liquor sales are allowed by the tavern only)**

Booth/Tent description: \_\_\_\_\_

Including yourself, how many people will be tending your booth? \_\_\_\_\_

Is anyone in your booth medically certified and willing to be contacted in an emergency? \_\_\_\_\_

(If yes, please provide a copy of current certification.)

## Social Media and Website information:

Used to promote your business leading up to the faire

Website URL: \_\_\_\_\_

Facebook Page \_\_\_\_\_

Other platforms \_\_\_\_\_

## Booth Specifics

Width refers to booth frontage. Fees include both days. Booth size includes all tie downs & additional merchant space needed.

- |                          |           |       |
|--------------------------|-----------|-------|
| <input type="checkbox"/> | 12w x 12d | \$70  |
| <input type="checkbox"/> | 24w x 12d | \$105 |
| <input type="checkbox"/> | 24w x 24d | \$140 |

For booth requirements outside the above sizes, please contact us for a price.

## Preferences

While we cannot make guarantees, we will do our best to accommodate your requests. Please number your preferred configuration.

Configuration: Front only open \_\_\_\_\_ Front and one side \_\_\_\_\_ Front and both sides \_\_\_\_\_

Location: \_\_\_\_\_

Other requests \_\_\_\_\_

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## Overnight Accommodations

The grounds must be vacated by 3 pm Monday. Please check where you are staying.

### Onsite

- In booth (**\$12/night**)
- Merchant camping (**\$12/night**)  
(Tent or RV Dry camp)
- RV with full hookup (**\$22/night**)  
To reserve RV space, please contact the  
Expo center directly  
[www.chelancountyexpoctr.com](http://www.chelancountyexpoctr.com)  
[Karen.welch@co.chelan.wa.us](mailto:Karen.welch@co.chelan.wa.us)  
Karen Welch, expo director (509) 782 - 3232

### Offsite

- Hotel
- Other (home, family, friend)

Number of camping sites needed (4 people per site per expo rules)  
(1 site = booth, 1 sleeping tent, or 1 RV)

Thurs \_\_\_\_\_ Friday \_\_\_\_\_ Saturday \_\_\_\_\_ Sunday \_\_\_\_\_ **Total** \_\_\_\_\_

## Food Court Vendors

110 AMP electrical hookups are available in the food court. Do you need a 110 AMP hookup? \_\_\_\_\_

Other space or utility requirements? \_\_\_\_\_

**Food permits must be filed with the Chelan\Douglas Health District.**

## **Temporary Food Establishment Permit Application**

**Chelan-Douglas Health District 200 Valley Mall Parkway, East Wenatchee, WA 98802**

**TEL: 509-886-6450 FAX: 509-886-6449. [www.cdhd.wa.gov](http://www.cdhd.wa.gov) 6/14**

The Chelan-Douglas Health District is closed on Fridays.

For questions on local laws please visit

[https://cdhd.wa.gov/food-safety-program/#section\\_fsp\\_temporary\\_food\\_safety\\_information](https://cdhd.wa.gov/food-safety-program/#section_fsp_temporary_food_safety_information)

**Merchants are required to stay for the full weekend even if they sell out of products. Please plan accordingly. Leaving early will be considered a breach of contract and may affect your application acceptance in future years.**

**WINDY CONDITIONS ARE LIKELY. WEIGHT AND STAKE YOUR TENT.**

## **Merchant Expectations**

1. Merchants and their assistants will be dressed in Medieval/Elizabethan/Renaissance Faire period type clothing to a reasonable degree during open to the public hours of operation.
2. Merchant booths should be decorated to promote a medieval atmosphere.
3. Merchants should provide adequate and appropriate signage for their booth in regard to business name and payment policies. No plastic, lighted or "modern" appearing signage.
4. **Liquor is not allowed to be consumed by merchants or assistance during faire hours. Marijuana may not be consumed on the Chelan County Expo Center property. Tobacco smoking and vaping is allowed in dedicated areas only.**

## **Site Information**

1. A separate tent camping area is available for merchants inside the faire site.
2. Flush bathrooms and showers are located near the front gate. Port-a-potties are available inside the faire area and will be marked on the map.
3. Freestanding fire pits and BBQ grills are ok. No other open fires.
4. Quiet hours are from 11 pm- 7 am.
5. Parking is available near the faire. Due to space limitations, no cars will be allowed in the camping area.
6. Photos taken by faire staff during faire hours are property of Two Rivers Medieval Faire and may be used in promotional materials.
7. Volunteer merchant runners will be by every few hours to offer water and privy breaks. Please have clear instructions for the volunteer watching your booth.

## **Setup and breakdown**

**PLEASE CHECK IN AT THE MERCHANT ENTRANCE FIRST, BEFORE DRIVING ONTO GROUNDS.**

1. Setup on Friday begins at 9 am. Arrivals later than 7 pm, please contact Alison Blank, Merchant Coordinator, 509-699-8396. Setup on Saturday morning starts at 7 am and ends at 9 am.
2. You will be able to drive your vehicles onto the grounds for setup and breakdown via an easement on the west corner of the fairgrounds. One way traffic will be designated during this time. The exit will be on the east side of the venue. All vehicles must be off the grounds by 9:00 am Saturday.
3. Breakdown on Sunday afternoon will begin at 4:15 pm. No vehicles will be allowed on site until the faire staff determines that all members of the public have left.
4. Merchants and assistance will receive an ID bracelet which needs to be worn for the duration of the weekend.

## **Pets**

We welcome well behaved pets. Pets must be on leash when in public and owners are required to tote any waste. If your pets are uncomfortable with new people, large crowds and noise, leave them home.

## **Security**

We will have security on site during the public hours of the faire. All gates going in and out of the fairgrounds will be locked at 11 pm. For after hours emergencies call Alison Blank at 509-699-8396.

**Please secure all merchandise and valuables during the faire. We will not be responsible for any loss due to theft.**

## **Weapons Policy**

All weapons (sharp or dull) must be peace tied while on Faire grounds. Any weapons sold at your booth must be peace tied before leaving the booth. Zip ties will be available at the info booth for any merchant who needs them.

## **Meet & Greet Potluck**

For all merchants, performers and volunteers! Bring an item to share Saturday evening of Faire at 6:30 in the Tavern area.

## **Dragon Egg Hunt**

Each non food court merchant will be provided with 2 eggs and a stamp. The eggs will be displayed in view inside your booth. Are you interested in participating? Yes \_\_\_\_\_ Decline \_\_\_\_\_

## **Vendor Cancellation**

Any unpaid fees must be paid by April 15th. The last date to cancel is April 15<sup>th</sup>, 2023 in order to receive a full refund. Cancellations after April 15<sup>th</sup> will have fees applied to next year. If you do not show, and fail to notify us that you are not coming, your fees are forfeit.

## **Emergency Faire Cancellation**

If we are required to cancel the Faire, vendors will be given as much notice as possible. In this scenario vendors will be given the choice to apply their 2023 Faire fees to the 2024 Faire or be issued a full refund of booth and camping fees.

## **COVID-19 Local Requirements**

For the safety of our merchants and guests we will enforce all local & state mask, social distancing, and cleaning requirements. If masks are required, this will be strictly enforced. Any vendor in violation will be given 1 warning. If a second warning is issued the vendor will be required to close their booth until they are compliant. Continued violation may result in eviction from the faire grounds and loss of booth fees.

## **Proof of Insurance**

**Each merchant is required to provide a certificate of insurance** naming the Chelan County Expo Center and Two Rivers Medieval Faire as additional insureds. One company we recommend is ACT Insurance, [www.actinsurance.com](http://www.actinsurance.com). They offer single event policies. If you have a storefront, check your existing liability policy. Please make sure your coverage includes your assistants. Your provider may email the certificate directly to [merchants2rmf@gmail.com](mailto:merchants2rmf@gmail.com).

## Fees Enclosed

Pay your booth and camping fees and apply online at <https://www.2riversmedievalfaire.org/>

Booth Space .....\$ \_\_\_\_\_  
No. of merchant camping nights \_\_\_\_\_ x \$12.00.....\$ \_\_\_\_\_  
TOTAL ENCLOSED.....\$ \_\_\_\_\_

Please indicate the method of payment.

Check # \_\_\_\_\_ Cash \_\_\_\_\_ PayPal \_\_\_\_\_

Payment via PayPal at <https://www.2riversmedievalfaire.org/merchant-online-payment>

**Checks and money orders should be made out to Two Rivers Medieval Faire.**

**The completed application with payment, photo, description of wares (to be used on our site [2riversmedievalfaire.org](https://www.2riversmedievalfaire.org/)), and certificate of insurance can be submitted digitally or mailed to:**

**Two Rivers Medieval Faire  
Merchant Application  
PO Box 455  
Wenatchee, WA 98807-0455**

**Alison Blank  
Merchant Coordinator  
509-699-8396  
[merchants2rmf@gmail.com](mailto:merchants2rmf@gmail.com)**

## INDEMNITY AGREEMENT

Merchants shall indemnify and hold The Chelan County Expo Center, Two Rivers Medieval Faire, the Faire organizers, volunteer staff, and employees harmless from any and all claims, debts, or liabilities arising by contract, tort, or otherwise out of the operations of the booth and shall defend any lawsuits or claims brought against The Chelan County Expo Center, Two Rivers Medieval Faire, the Faire organizers, volunteer staff, and employees by any third party of any nature of form or whatsoever as a result of the Participant's operation. The applicant agrees to hold The Chelan County Expo Center, Two Rivers Medieval Faire, the Faire organizers, volunteer staff, and employees, harmless from all claims for damage or loss arising out of, or connected with, in any way whatsoever, the Participant's use of connection therewith.

**BY SIGNING BELOW, I AGREE I HAVE READ THE MATERIAL ABOVE, WITH FULL UNDERSTANDING, AND AGREE TO ALL REQUIREMENTS AND CONDITIONS IN THE ABOVE MERCHANT APPLICATION.**

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Business Name \_\_\_\_\_

Please keep a copy of the full merchant application and any attachments for your records.

Return your application as soon as possible. The sooner we get your application, the sooner we can list you as a confirmed merchant on the website. Once your application is approved you will receive a confirmation email. This contract is not official until it has been approved and signed by both parties.