



3rd Annual Kings Champion Medieval Fair 2010 Vendor Application

The Tulsa County Parks would like to extend an invitation to you to participate in the 3rd Annual King's Champion Medieval Faire. The King's Champion Medieval Faire is a thematic event, recreating a fantasy world that incorporates both the Mythological and Historical. The faire has 4 realms: Regal, Rogue, Faerie, and Children's. There will be a central village marketplace in each realm and Vendors are placed in a particular realm based upon their wares.

2010 Schedule

September 1, 2010 Deadline for postmarked applications
September 10, 2010 is set up day at Chandler Park, Tulsa, OK
September 11 & 12, 2010 – Kings Champion Med-Fair

2010 Application Check List

1. Application
2. Photography (depicting items sold)
3. Deposit for Space
4. Service Description

DIRECTIONS FOR SUBMITTING APPLICATIONS

Please complete the forms, and prepare photographs as indicated in each section of the application. All requested materials must be completed before your application can be reviewed. This faire is not restricted to artisans who manually produce all of their own wares. However, in the event of all vendor slots being filled, preference will be given to those artisans who do produce their own wares over those who buy wholesale. The photograph portion of the application review will be used to space vendors with like merchandise at reasonable distances apart. It is our goal to assist each vendor in being as successful as possible within the confines of our faire. We believe this will add to the atmosphere and to the individual vendor's opportunities to reach the patrons of the faire. Photographs submitted must be representative of the types of merchandise the applicant expects to offer for sale at the faire. Photographs belonging to applicants who are selected to participate in the Faire will be kept in a permanent file. If an accepted person's merchandise differs remarkably from the merchandise presented in the photographs, the person will automatically be disqualified and will forfeit all fees paid.

Photograph Preparation & Labeling

- (1) Submit Photographs that show your merchandise clearly and how you display your product.
- (2) Submit written descriptions of your merchandise.
- (3) In the upper right hand corner of each photograph, place a number 1-5 corresponding with each written description of the merchandise shown in the photograph.

Vendor Information

Tents and temporary shops: Tents and portable shops must be appropriate to the medieval period and approved by the vendor committee. The temporary exhibits must have all things modern hidden, must have proper signage with the name used at the faire, and must have an appropriate method of attaching and displaying merchandise. Tent and portable shop fees are based on square footage needed by each vendor.

Carts: Carts (provided by vendor) are expected to be mobile and moved only by the owner. A description and drawing (or photos) of the cart, display fixture, type of signage, with the name used at The Faire, and method of attaching merchandise will be required with application. A cart and merchandising space may occupy no more than an average 6' X 8' space. Any cart spaces exceeding the 14' diagonal will be charged at the tent or portable shop fee.

Trailers: These include food vendor trailers and trailers that are used as the booth itself. This does not include trailers used to transport the booth and then removed from the faire to the parking lot.

Permanent Structures: We will not have permanent structures available for any vendors at the faire this year.

Deposits: There is a \$25 application fee to reserve your space. The application fee is non-refundable. ***Make all checks payable to: Tulsa County Parks.***

FEES:

- Vendors - \$25.00 at time of set up
- Street Vendors - \$25 fee
- Food Vendors – 10% of gross sales

POLICIES & PROCEDURES:

- Vendors are required to wear garb.
- All Vendors participating at the Kings Champion Medieval Fair are responsible for their own property. Vendors will NOT be covered under the Fair's General Liability Insurance. Non-food vendors are not required to provide proof of insurance, but must understand that they do so at their own risk.
- Food vendors are required to provide proof of Product Liability Insurance and valid Food Handler's Permits.
- All vendors are responsible for their own tax payments and licenses including but not limited to Oklahoma Sales & County Taxes.

Return All Correspondence & Inquires To:

King's Champion Medieval Fair

c/o **Tulsa County Parks**

Carla Glenn

2315 Charles Page Blvd

Tulsa, OK 74127

2010 Vendor Description

Please indicate a description of the craft to be sold and/or demonstrated

Please Print:

Applicant Name: _____

Address: _____

City, State, Zip: _____

Day Phone: _____ Evening Phone: _____

Email Address: _____

Are you able to demonstrate your craft:

YES

NO

I CERTIFY THAT ALL INFORMATION PROVIDED ON THIS APPLICATION FORM AND ALL SUPPORTING MATERIALS ARE TRUE AND ACCURATE.

Applicant Signature: _____

Date: _____

Kings Champion Medieval Fair

Dates: September 11 & 12, 2010

Hours: Saturday 10 a.m. to 7 p.m.; Sunday 10 a.m. to 6 p.m.

Location: Chandler Park, 6500 W 21st St, Tulsa, OK 74107

