

# 36th Annual Medieval Fair

March 30, 31 & April 1, 2012  
10:00 A.M. to 7:00 P.M. (All 3 days)

## What is the Medieval Fair?

It is a free outdoor living history arts and crafts fair held each spring at Reaves Park in Norman, Oklahoma. The Medieval Fair recreates a 14<sup>th</sup> Century English Market Fair. All vendors contribute to this illusion by playing the roles of town merchants and are required to be in appropriate period costumes and decorate their booths accordingly. (We are aiming for a recreation of the 1360's. Detailed costume and booth decoration suggestions will be provided upon request.) We have 7 stages of entertainment, jousting, games, rides and a variety of arts and crafts. Attendance was estimated at over 300,000 for the 2011 Fair.

## Is my craft suited for a Medieval Fair?

We try to keep our arts and crafts within the "Medieval" theme. We are not a flea market, street festival or outdoor mall. We specialize in handmade crafts, and would prefer that any crafts offered be made by you or your company. If you sell imports, we will consider your application, but be warned -- we give preference to vendors who make their own product.

### Criteria:

- Handcrafted items or art only
- Quality of Workmanship
- Use of European Medieval theme
- No manufactured, commercially produced, flea market or imported items unless the Jury rules them to have special relevance to the European Medieval Time Period.
- No plastic items, wooden toys or swords that are not hand-crafted, replica guns, University of Oklahoma trademark items (unless you can provide a copy of your licensing agreement), or ammunition for marshmallow, rubber band or cork guns.

## AWARDS:

Artisan awards are given each year in three categories plus Best in Show. The winner of the award receives a 50% discount on the next year's space fee. 2011 Vendor Awards were: Best Vendor Costume-Flying Cloud #227 Beverly Leathers, Best Booth Décor-Tent of the Supernatural #51 Ken Wood, Best Salesmanship-Renaissance Artists Crafts #43 Taylor Grant, and Overall Best in Show was awarded to Siege the Day #515 Ande & Brian Wolf. Thank you to everyone for a wonderful show!

## APPLICATION DEADLINES:

Artisans & Game Vendors-Due January 6, 2012 (along with fees and photos or web link) A late fee of \$45 must be added if your application and/or payment is submitted after this date. No applications will be accepted after February 6.

Food Vendors- Application is due December 19, 2011. If accepted, contract and payment is due March 1, 2012.

## Rules, Regulations and Procedures:

**Submission of application to Medieval Fair constitutes agreement by the entrant to the Rules, Regulations and Procedures as set forth.**

1. **Submission of this application does not guarantee acceptance into the Fair.** Past participation in the Fair does not guarantee acceptance into the Fair. Participation in the Fair is at the sole discretion of the Medieval Fair and University of Oklahoma.
2. **Insurance: Proof of liability insurance naming the University of Oklahoma as additional insured is required of ALL vendors.** 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 University, 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. **Special Event Sales Permit:** The City of Norman requires all vendors (including service providers such as massage or readings) to pay \$10 for a sales permit. The Medieval Fair will collect this fee along with the fair's fees and pay the City of Norman for all vendors. Do NOT write a separate check to the City of Norman.
4. **No Smoking.** Smoking is prohibited by law on City of Norman park grounds. Participants will be allowed to smoke ONLY in parking lots.
5. **No Alcohol.** No alcoholic beverages may be sold or consumed by law on City of Norman park grounds.
6. **Oklahoma Tax Commission:** The Participant, whether or not a resident of the state of Oklahoma, is responsible for their own payment of Oklahoma Sales Tax. It will not be collected by the Fair. The Tax Commission will provide forms that will be distributed by the Fair (pick up when you check in). The sales tax rate is currently 8.25% but subject to change. Please review the current sales tax rate on your paperwork when you check in.
7. **Fire Marshall:** All tents greater than 120 square feet (bigger than 10' x 12') 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 photo of the tag sewn into your tent is acceptable.)
8. **Cleveland County Health Department:** All vendors selling anything that can be eaten or drank will be required to get a temporary Health Department permit. All Food Vendors MUST comply with the Cleveland County Health Department's regulations and have a current mobile food license or temporary license. Permits will be issued by the Cleveland County Health Department (\$30) if needed and inspection of food handling practices will take place on Friday morning at the Fair. Any questions about the permit and regulations should be directed to the Cleveland County Health Department at 405-321-4048 ext.256. **\*\*Please note that effective November 1, 2011 there are new regulations regarding bare hands contacting ready-to-eat food. "Except when washing fruits and vegetables food employees shall not contact exposed, ready-to-eat food with their bare hands and shall use suitable utensils such as deli-tissue, spatulas, tongs, single-use gloves, or dispensing equipment."**
9. **Leash Law:** All pets must be on a leash according to City law. Pets may not be left unattended.
10. **COMMISSIONS:** No commission is collected from artisans. Food Vendors are required to pay 20% of their gross sales to the Fair at the close of the Fair each day. Game Operators are required to pay 20% commission to the Fair at the close of the Fair on Sunday. Only checks or money orders will be accepted.

11. No retail, commercially produced, manufactured or flea market items may be sold, unless specifically approved by the jury. Other items not accepted are anything made of plastic, wooden toys, shields or swords that are not hand-crafted, replica guns, University of Oklahoma trademark items (unless you can provide a copy of your licensing agreement), and ammunition for marshmallow, rubber band or cork guns.
12. If you are submitting work that is not yours, but you are representing an artist, be sure to put the artist's name on the application. You should be listed as the representative and may sign the application.
13. Two or more individuals may share a booth, but each person must make separate application. If all applicants are not accepted, the accepted artist(s) will be responsible for the space rental.
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 indicate on application. If requesting the same or a different location as last year, please state this request on application and include your last assigned space number if possible.
16. The Fair is committed to making its programs accessible to persons with disabilities. For services on the basis of a disability, please indicate so on your application.
17. A \$25 penalty fee will be withheld for a participant's withdrawal. No refund will be made for entrant's withdrawal after February 20.
18. There are no rain dates and no refund will be made in the event of inclement weather.
19. The Fair provides daytime and minimal night-time security. However, all vendors participate at their own risk. 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 after picking up their check in packet. Staff will be available to assist you in finding your location, if needed. All tents, booths, trailers, etc. must be removed from the park by 1:00 p.m. on the Monday after the fair.
21. Participants may not trim or cut trees. Holes may be dug for posts and stakes, but the posts or stakes must be removed and holes filled at the close of the Fair.
22. Artisans must provide their own booth or tent and display materials. Food Vendors must provide all equipment necessary for food service.
23. Costumes and booth decorations are required of all participants.
24. Rental tents are available through the fair but you are still responsible for decorations. Rental tents will be set up at your site no later than 3:00 pm the Thursday before Fair and will be taken down on the Monday following fair by the rental company. Certificate of Flame Resistance is provided by the rental company if the tent is larger than 120 square feet.
25. Assigned spaces are non-transferable. No mobile sales area may be set up without permission of the Fair management. No Participant will move his/her/their booth to another site or location on the Fair grounds without permission from the Fair Coordinator or Grounds Coordinator.
26. Booth address must be displayed in clear sight at all times. You will be issued a card with your assigned space number when you check in.
27. Each Participant's booth shall be open and operating during Fair hours each day, 10:00 a.m. to 7:00 p.m. Food concessions must remain open with adequate food stock during Fair hours.
28. There is no camping on the Medieval Fair grounds unless special permission from the Fair Coordinator is obtained. Name, address, tag number and car description must be registered at the office when you check in if you have been given permission to camp at your booth.
29. There will be no parking of vehicles on the 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 the grounds are determined to be too wet by the Fair Coordinator or by the City of Norman Parks Department. This may require hand carrying supplies and/or

delaying set-up or take-down. Bring a hand cart if there is threat of rain. Reserved parking in designated areas will be provided for Participants. The parking permit (pick up when you check in) must be placed within view on your vehicle's windshield. It is required to get into site beginning 8:00 a.m. Friday. If you have helpers for your sales booth, they will need to park at Lloyd Noble Center. Passes for Lloyd Noble Center parking will be available at the office on a first come basis. For the safety of our patrons vehicles will not be allowed back onto site until after 7:15 p.m. or the crowd has adequately dissipated.

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 jury prior to the Fair's opening. Work that falls below the quality represented on the application shall be removed from sale at the discretion of the Fair.
32. The distribution of any printed material shall be subject to prior written approval of the Fair. No printed material may be put on vehicles.
33. Participants must conduct themselves with good manners and in a polite and professional fashion.
34. Participant sites shall be maintained in a clean and proper order at all times. Participant trash items must be taken to one of the dumpsters and NOT put in public trash barrels. \*New\*-Cardboard must be emptied, flattened and taken to a recycling trailer not a trash can or dumpster.
35. **Weapon Vendors Only:**
  - a. Oklahoma state law prohibits selling weapons to minors. All participants must abide by this law. NO Weapons (including whips, stars, maces, brass knuckles and metal blades of ANY length) may be sold to minors (under 18 years old). No student is allowed to possess a weapon at a school function. Therefore no weapons may be sold to students of any age attending the Fair on Friday with their schools.
  - b. You must post a sign at your booth stating that no weapons will be sold to minors.
  - c. ALL customers must be ID'd.
  - d. A record (form provided by Fair) of all weapon sales must be kept by each vendor and turned in to the Fair Office at the close of the Fair on Sunday.
  - e. ALL weapons sold to patrons MUST be packaged and instructions must be given to NOT open them at the Fair.
36. **Food Vendors Only:**
  - a. To reduce the amount of trash, NO condiment packages may be used. Condiments must be served at your site.
  - b. The Fair reserves the right to limit duplication of "major" food items.
  - c. Vendors are responsible for keeping the area around their trailer or booth clean. Vendors must use dumpsters for trash disposal and the recycling trailers for cardboard disposal. DO NOT USE the public trash barrels.
  - d. DO NOT pour oil or other cooking liquids on the grounds or in a sewer drain.
  - e. Gray water must be contained and hauled off to a proper disposal site each day or as needed. It may NOT be dumped on the grounds or in a sewer drain.
  - f. Food Vendors may set up on Wednesday. Electricity will NOT be available until after 3:00 pm on Thursday.
  - g. Food vendor employees may wear a current year Medieval Fair T-shirt in lieu of a costume.

**Food Vendors How To Submit Application:** Application due December 19, 2011. Complete ALL sections of the application. Please print or type clearly. Please save and email the application form if possible to help expedite processing (ameckart@ou.edu). Upon acceptance, fees and contract are due by March 1, 2012.

**Artisans How To Submit Application:**

- Complete ALL sections of the application. Please print or type clearly. Please save and email the application form if possible to help expedite processing. Mail your payment (check or money order only) with last page of the application and any supplemental materials required.
- Include up to 5 (no more) photographs in each medium to be judged, or e-mail photos to [ameckart@ou.edu](mailto:ameckart@ou.edu) or provide an address for a website to view samples of your work. For "works in progress" send detailed drawings or explanations of work. *\*\*Jewelers only: Please send photo of your workshop.*

Note: Those who have participated in past years and whose work has not changed do NOT need to send photos or slides. However, a list of items to be sold IS required of ALL artisans, including returning ones.

- Calculate and include total Entry Fee (application will not be processed until your fee is received) – Make check or money order payable to the **\*\*\*University of Oklahoma\*\*\* (NOT Medieval Fair) – Due to University policy your check will be deposited upon receipt. The fee will be refunded in full if your application is not accepted.**
- MAIL no later than **January 6** DEADLINE TO:

**MEDIEVAL FAIR  
1700 Asp Ave.  
Norman, Oklahoma 73072-6400**

**\*\*Postmarks are honored**

**CONTACT INFORMATION:** Ann Marie Eckart, Coordinator

Phone: (405)325-8610 Fax: (405)325-0860 E-mail: [ameckart@ou.edu](mailto:ameckart@ou.edu)  
Web site: [www.medievalfair.org](http://www.medievalfair.org) Facebook at "The Medieval Fair of Norman"

**DATES TO REMEMBER:**

**December 19** Food Vendor Applications are due.  
**January 6** Artisans & Game Vendor Applications, photos (if applicable) and fees are due.  
**February 6** Acceptance/reject notices will be sent. Entry fees refunded to applicants not accepted.  
**February 20** Last day to withdrawal with refund (less \$25 fee).  
**March 1** Food vendor fees due.  
**March 28** Food Vendor Set-up day (Electricity not available until after 3 pm Thursday 3/29)  
**March 29** Set-up day  
**March 30, 31 & April 1** Medieval Fair