

2023 Three Barons Renaissance Fair Handbook Index

PLEASE READ THIS HANDBOOK.	1
I. GENERAL INFORMATION	2
A. Hours of Operation:	2
B. Mailing & Delivery Address for Three Barons Renaissance Fair:	2
C. Physical Location of Three Barons Renaissance Fair:	2
D. Voice Mail Number:	2
E. Website:	2
F. E-mail:	2
II. LEGAL INFORMATION	2
A. Indemnity	3
i. If a Vendor does not buy insurance from The Fair	3
ii. If a Vendor buys insurance from The Fair	3
B. Conduct of Business	3
C. Lease Agreements	3
D. Licenses & Permits	4
E. Insurance	4
F. Vendor/Employee Relationship	5
G. Vendor Complaints, Problem Solving, & Grievances	5
III. LEASE SPACES	5
A. Vendor Application Due Date & Acceptance Notification	5
B. Lease Prices	5
C. Space Assignment	5
D. Booth Staffing	6
E. Food Booths	6
F. Merchant Booths	6
G. Activity Booths	7
H. Stall Booths	7
I. Contract Vendors	7
J. Roving Vendors	7
K. Admission Tickets & Vehicle Passes	8
VI. RESTRICTIONS	8
A. Weapon Restrictions	8
B. Vendor Costume Weapons	9
C. Sound & Voice Control	9
D. Fire Safety	9
E. Alcohol	9
F. General Restrictions	9
V. MERCHANDISE	10
A. Weapons for Sale	10
B. Fake Weapons	10
C. Prohibited Merchandise	10
D. Give-Aways & Promotional Items	10

IV. BOOTH CONSTRUCTION	11
A. Booth Set-Up Dates & Times	11
B. General Set-Up Begins Wednesday, May 31st.	11
C. Booth Tear-Down Dates & Times	11
D. Construction Materials – Restrictions, Requirements, & Recommendations	12
E. Signs & Advertising	12
F. Utilities	12
i. Electricity	13
ii. Garbage	13
iii. Waste-water facilities	13
G. PARKING & TRAFFIC CONTROL	13
A. Vendor Parking Lot	13
B. Traffic Control	13
VIII. SAFETY & SECURITY	13
A. Security	14
B. Emergency Procedures	14
C. Fire Safety Requirements	14
IX. SERVICES	14
A. First Aid:	14
B. Lost & Found:	14
C. Family Rest Stop:	14
D. ATM Machine:	15
X. Appendix	



Welcome 2023 Vendors,

I am pleased to begin the process with you all to create this summers fair season. As we have all anticipated, the fair is undergoing some major changes, some you have not yet heard about.

First and foremost- the process of moving has begun. Because the new site is under construction, we have been granted permission to stay at the old location while the land is prepped for 2024. This is wonderful news, however it provides some challenges. Because the Tozier track now belongs to the municipality, it has changed as they prepare to build. While we are grateful to have access, the Hillshire map will entirely change. Do not expect to be in the same space if you are allowed back, likely nothing will be the same, and I have no idea what the map will look like. What I do know, is because of this *very temporary* situation- only this year- **our number of vendors will be greatly reduced.** This of course is a change I personally am not thrilled about, as I am a firm believer of the more the merrier when providing for our guests. However, this is out of everyones hands. So how are we going to combat this? I am encouraging everyone who is able to apply to be a **wandering vendor, or apply for a smaller space then you may normally use.** If you can manage without a physical space, your odds of being included will be greatly increased. At this time I anticipate we will have half the spaces we had last year, though I still don't have the exact number from our site director. If you do not make the cut for this year, please **do** apply for our 2024 season as **we will have a significantly bigger location** in 2024.

Second, the vendor management team will include a jury to help curate the marketplace. As a volunteer, deciding who will or will not make it is a big task that I struggle with, and I loved our vast marketplace we had last year. Please remember that the final decision is not resting solely on me this year, it is a panel of judges. If you are not accepted it is nothing personal, and I hope to see your application again for our 2024 season.

Finally, we will no longer be accepting mailed in applications. Our new application is a google form. Applications sent in on the old form will not be valid submissions.

Rhiannon Fleener
Lead Vendor Manager
vendors@3barons.net

PLEASE READ THIS HANDBOOK.

P.S. For the convenience of returning vendors, all substantial changes to this handbook since 2022 are in red text.

2023 Three Barons Renaissance Fair

First two weekends in June: June 3rd & 4th, and June 10th & 11th.

I. GENERAL INFORMATION

Vendors must be in full operation by 12:00 noon each Fair day.

Each space shall be manned and operated during the Fair hours of operation.

A. Hours of Operation:

Saturday and Sunday: 12:00 P.M. through 8:00 P.M.

B. Mailing & Delivery Address for Three Barons Renaissance Fair:

Three Barons Renaissance Fair, Inc.
P.O. Box 233617
Anchorage, AK 99523

C. Physical Location of Three Barons Renaissance Fair:

Tozier Sled Dog Track
3400 E. Tudor Rd.
Anchorage, AK 99507

D. Voice Mail Number: (907) 868-8012

E. Website: www.3barons.org

F. E-mail: General: 3baronsfair@gmail.com

Vendor Manager: vendors@3barons.net

II. LEGAL INFORMATION

This Handbook is part of the Lease Agreement. The lease agreement you sign states “Vendor, by entering into this lease agreement, agrees that he/she has received, read, understands, and agrees to abide by the rules and regulations governing the use of the leased space, all identified in the Vendor Handbook which is made part of this lease agreement.”

Extra copies of the *Vendor Handbook* are available at www.3barons.org

Three Barons Renaissance Fair, Inc. (The Fair) is a private non-profit corporation with principal offices in Anchorage, Alaska. The Fair leases space for the exhibition, sale, and distribution of products, services, information, and other items. Lease agreements define the use and occupancy of certain small spaces of The Fair’s real property located on the fairgrounds and referred to as “spaces.” Any company, partnership, institution, or individual over 18 years of age may apply for a space.

It is the position of The Fair management that all patrons be treated in an equal and courteous manner so that they can participate in the fun and enjoyment The Fair offers while insuring a safe and enjoyable experience.

This handbook defines the conduct of the vendor and how the leased spaces are used. The Fair reserves the right to interpret, amend, revise, and delete these rules and regulations as it deems fit, and at its sole discretion, in order to achieve the maximum benefit for The Fair, its patrons and vendors.

Should the actions of any vendor require the cancellation of the lease agreement during the time of The Fair, the vendor will be required to move everything immediately upon notification to vacate the premises and shall forfeit any lease fees already paid.

Non-conforming situations, which exist at the time of a new rule, may be allowed at The Fair's option, but may be called into conformity in the future.

A. Indemnity

i. If a Vendor does not buy insurance from The Fair

The Fair shall not be held liable for any debt, tax, or assessments incurred by the vendor, in the operation of his concession nor for any salary or expense due to any of his employees. The Fair shall not be liable for the result of any accident or damage to any person or article employed by, or in possession of the vendor while on The Fairgrounds, whether such accident, loss or damage occurs during the time of preparation, the period of occupancy, or at the time of removal. In consideration of the privileges granted by this contract, the vendor agrees to protect and indemnify and hold harmless The Fair from any and all claims for damages, demands or suit, arising from injuries or damages sustained that may result either directly or indirectly from the activities and business of the vendor in connection with this contract.

ii. If a Vendor buys insurance from The Fair

The indemnity clause is lifted to the extent that The Fair's Limited Liability Insurance covers the Vendor. Anything not covered by the Limited Liability Insurance is also not something The Fair can be held responsible for.

B. Conduct of Business

Vendors shall ensure that all their employees, and representatives shall conduct themselves and their operations in a courteous and friendly manner; and that the booth space is kept clean, with no accumulation of trash, unsightly, or combustible material. Any actions found offensive or obnoxious by The Fair shall be immediately terminated upon notice by The Fair. Vendors shall refrain from communicating negative comments concerning other fair exhibitors, exhibitor's products, services, or information. Any vendor who persistently interferes with the operation of any other vendor after being notified of the interference, is subject to removal from the grounds.

C. Lease Agreements

Every individual or company doing business on the fairgrounds during the Three Barons Renaissance Fair must have a signed lease agreement regarding that activity. The Fair lease agreements are not transferable without approval from The Fair management. A business, organization, or individual may not assign their space, or any part of their space, to another party. The vendor manager must approve partnerships and co-ops. If your organization is a corporation you must submit your corporate papers with a list of current officers to The Fair. All updates must be submitted in a timely matter. Vendors shall not exhibit, sell, or give away any

merchandise or products not listed on the lease agreement, nor shall they exhibit any advertising material not directly pertaining to the products listed.

The Fair is private property. All solicitations must either be contributions or sales made from within the confines of the booth display area that has been leased from The Fair or a Vendor Manager approved Roving Vendor. **No wandering vendors are permitted to work within court boundaries.** Begging or soliciting is prohibited. Tacking or posting of any advertisement, bill, sign, banner, or printed matter other than within the contracted space is prohibited. Anyone violating this rule is subject to immediate removal from the Fairgrounds.

Any change of location to another space will be determined at the discretion of The Fair according to space availability and type of product. When necessary, and in the best interest of The Fair and the fairgoers, a vendor's space may be changed to a location different from the previous year. All spaces are leased on an "as is, where is" basis, and specifically without warranty to condition. All monies delivered to The Fair in connection with leased space are non-refundable unless otherwise determined by the Vendor Manager. If a vendor does not agree with the Vendor Manager's decision, an appeal can be made first to the Treasurer. If a vendor does not agree with the Treasurer's decision, a final appeal can be made to the Board.

Vendors from the previous fair season do not have an automatic right of return. Vendors are permitted to apply for more than one booth of any type. Vendors who have violated regulations may be issued a written warning or at the discretion of the vendor manager may not be allowed to return to future fairs.

D. Licenses & Permits

Vendors must comply with all federal, state, and local laws, and must have valid licenses listed below. The Company name on your lease agreement must match your business license.

State of Alaska Business License

Alaska Department of Commerce

Division of Occupational Licensing

550 W. 7th Ave, Ste. 1500

Anchorage, AK 99501

<https://www.commerce.alaska.gov/web/cbpl/BusinessLicensing.aspx>

E. Insurance

Limited liability insurance coverage is a separate fee for most vendor types. The only vendor type with included limited liability insurance coverage is the Stall Vendor. This insurance does not cover merchandise and it is recommended that vendors purchase individual coverage.

Vendors shall be responsible for any damage or loss caused by the vendors, their agents, employees, or suppliers to property in which The Fair has an interest.

The address any vendor with independent insurance coverage should list on their insurance is:

Three Barons Renaissance Fair

3400 E. Tudor Rd.

Anchorage, AK 99507

F. Vendor/Employee Relationship

It is agreed that The Fair shall have no control of management over the vendor, his agents or employees, and the relationship is that of independent contractors. The parties agree that any agent or employee of a vendor is employed in the business of and subject to the exclusive direction, guidance, and control of the vendor as to the details of the specific act for which the employee or agent was employed. Any consumer complaints received will be communicated to the vendor and The Fair has the right to arbitrate conditions for a satisfactory conclusion to all parties concerned. The vendor shall appoint a “contact person” who for all purposes shall be the person to whom The Fair may look for commitments of and by the vendor. The contact person shall be responsible for the actions or inactions of all employees or representatives at The Fair.

All vendors and their employees are expected to behave in a professional manner with patrons, vendors’ staff, other vendors, and The Fair’s staff. The Vendor Manager and the Board shall make the final decision as to whether a vendor’s behavior has become unprofessional. Failure to behave professionally can result in a vendor being required to leave immediately or not being allowed to return the following year.

G. Vendor Complaints, Problem Solving, & Grievances

Vendor complaints must be taken up with the Vendor Manager. If not satisfied, a written statement must be presented to the President who will proceed to the Board of Directors if necessary.

III. LEASE SPACES

A. Vendor Application Due Date & Acceptance Notification

All **returning** vendor applications are due no later than **March 1st**. **All applications received after the March 1st deadline will be counted as a new vendor, and all spaces for the 2023 season may already be filled. There will potentially be no space for new vendors, unless they are wandering.**

Vendor acceptance notification will be **sent as an email**. Booth space **is NOT guaranteed** until written confirmation is received.

B. Lease Prices

Prices vary according to the type of vendor, how many weekends the vendor will be open, and how long the vendor has been with The Fair. See the Vendor Application for details.

C. Space Assignment

The Fair reserves the right to allocate, limit, and designate all exhibit spaces and locations. Ground spaces are designated with painted markings and/or wooden stakes. In no instance shall anything (signs, eaves, chairs, posts, merchandise, etc.) extend forward or outside of the markers. Some variations may apply with pre-approval from The Fair’s management. **Vendors may not begin setup until after a member of the management team has walked them to their space. Setup prior to checking in will result in being unwelcome back in the future.**

Each lease space is ten feet (10’) wide, and is expected to include within that space: structures (including eaves, signs, and decorations), trailers, etc., which are used specifically for vendor operation, storage, or camping. If your booth goes over your expected allotted space, The Fair

reserves the right to charge for the extra footage. Check with the Vendor Manager to see if your leased space can accommodate all of your needs, it is possible that extra spaces may be purchased. Units that are not an actual part of the vendor's booth may not draw electrical power from The Fair's outlets during The Fair's operational hours. Anything placed on the extra footage must permit The Fair's personnel easy access without blocking electrical boxes or pedestals, or infringe on the 3-foot allowance between booths.

D. Booth Staffing

Vendors must be in full operation by 12:00 noon each Fair day. All booths must be open to the public and staffed by a competent attendant during The Fair's published hours.

E. Food Booths

Vendors selling or distributing *food products* must have a State of Alaska temporary food service permit. Multiple locations must have separate permits. This permit can be downloaded off the internet at: https://dec.alaska.gov/eh/fss/Food/TFS_Home.html

Vendors or a representative must have a current Alaska Food Worker card. These cards can be obtained online at <http://alaska.state.gogov.com/foodworker/>

State of Alaska Temporary Food Permit
Dept. of Environmental Health
Food Safety & Sanitation Program
555 Cordova St.
Anchorage, AK 99501
Phone: (877) 233-3663 Fax: (907) 269-7510

A food vendor shall be limited to the sale of food and beverages only. Vendors shall be limited to selling items listed on the lease agreement, approved by The Fair. The Fair reserves the right to limit a menu, and items may not be added or changed without the approval of the Vendor Manager. If a food vendor wants to use electricity, be sure to read the *Electricity* section and follow the directions on the application.

All food vendors shall have completely self-contained units. Vendors must use DEC approved hoses designed for potable water. **There is no on-grounds dump-station.** All food vendors must comply with local and State food and fire safety regulations. Please see the *Fire Safety Requirements* section for additional information.

Storage areas (containing product, equipment, ice machines, etc.) are to be concealed as to blend in with the booth. Storage areas must be kept neat and clean.

Signs and menus must be professional in appearance.

F. Merchant Booths

Vendors selling or exhibiting either their own work or another's work are expected to submit pictures or examples of their work as part of their application. In judging vendors for admission to The Fair, preference will be given to those selling their own handmade items. Over 75% of the items in any given booth need to meet this criteria in order to receive this preference. The Fair reserves the right to limit an inventory, and items may not be added or changed without the approval of the Vendor Manager. Storage areas (containing product, equipment, etc.) are to be

concealed as to blend in with the booth. Storage areas must be kept neat and clean. *Food items may not be sold from this type of booth.*

Signs must be professional in appearance.

G. Activity Booths

Vendors selling the customer an opportunity to do something, or performing a service for the customer, are expected to submit a description of their work as part of their application. In judging vendors for admission to The Fair, preference will be given to those selling the customers an opportunity to do something or performing a service for the customer. Over 75% of the items in any given booth need to meet this criteria in order to receive this preference. The Fair reserves the right to limit an inventory, and items may not be added or changed without the approval of the Vendor Manager. Storage areas (containing product, equipment, etc.) are to be concealed as to blend in with the booth. Storage areas must be kept neat and clean. *Food items may not be sold from this type of booth.*

Signs must be professional in appearance.

H. Stall Booths

Stall Booths are designed as a way for new vendors to The Fair to discover if The Fair is a place where we can have a profitable partnership. As such, the Stall Booths are only available for the first two (2) years that a vendor is selling items at The Fair.

Stall Booths are available for Activity or Handmade Merchant Vendors only. So, vendors who are selling or exhibiting their own work are expected to submit pictures or examples of their work as part of their application. While, vendors selling the customer an opportunity to do something, or performing a service for the customer, are expected to submit a description of their work as part of their application. In judging vendors for admission to The Fair, preference will be given to those selling the customers an opportunity to do something or performing a service for the customer. The Fair reserves the right to limit an inventory, and items may not be added or changed without the approval of the Vendor Manager. Storage areas (containing product, equipment, etc.) are to be concealed as to blend in with the booth. Storage areas must be kept neat and clean. *Food items may not be sold from this type of booth.*

This type of booth comes with a 10'x10' space with a table under a canopy, with a 10' frontage for your use. It also includes limited liability insurance for the duration of The Fair.

***There will be no stall booths for the 2023 season.**

I. Contract Vendors

Non-profit organizations that wish to participate as a vendor at our fair will need to contact the Vendor Manager to evaluate how to best accommodate your needs. See the Contact Us section for more information, and do not forget to type "*Contract Vendor*" in the subject line!

J. Roving Vendors

Roving Vendors must carry their wares with them as they wander the fair. No booth or stall space will be provided. Roving vendors are expected to be courteous of other vendors and performers, avoid conflicting with other vendor frontage, ongoing sales, and performances.

Vendors who have paid for a booth space may rove if they choose, but must indicate their intention to do so to the Vendor Manager before the opening of the fair. Roving Vendors are not allowed to call out in a crowd in close proximity to a performance or block the view or access to a performance or booth. **Wandering vendors must stay out of the courts, HRG, and the Crooked Toad Tavern as to not detract from the stationed entertainers.**

K. Admission Tickets & Vehicle Passes

Admission tickets and other passes will not be issued until all applicable fees are paid in full and all paperwork is completed. Credential packets will be available from the Vendor Manager beginning Wednesday, May 31st. The vendor is responsible for picking them up and may be asked for identification. Credential packets will not be mailed.

Each vendor receives the following:

- Wristbands (Food Vendors—Qty 6; All Other Vendors—Qty 4)
- Vendor Parking Permits (Qty 1)

No single vendor may receive more than one (1) parking pass, no matter how large their booth space, without prior authorization from the Vendor Manager and the Board. *Please keep in mind that parking is first come, first served, and having a parking pass is no guarantee of available parking within The Vendor Parking Lot.* Please have additional vendor staff park at UAA's Alaska Airlines Center parking lot. There will be a shuttle running from 11:30am to 8:30pm each day The Fair is open. **It is possible that there may be no vendor parking for 2023 on site, this information is to be determined by the site manager. In the event that there is no parking, there will be a loading zone, and a designated space off-site to park vehicles for the day.**

Up to five (5) wristbands per weekend may be purchased at \$5 per wristband above the quantity of wristbands included in the Credentials Packet. No single vendor may receive more than ten (10) wristbands, no matter how large their booth space, without prior authorization from the Vendor Manager and the Board. *No refunds will be given for extra wristbands.*

Vendor admission wristbands are for the use of booth personnel only, and under no circumstances may be sold. Vendor children do not get in for free; if they are responsible enough to work for their guardian they may use a wristband, but otherwise must purchase a ticket. Abuse of vendor admission wristbands or vehicle permits may result in their forfeiture as well as the vendor losing an invitation to return to future fairs.

VI. RESTRICTIONS

A. Weapon Restrictions

The Fair's policy is to require that patrons may only carry weapons that can be properly peace tied or restrained on the fair site. In order to provide for a safe fair atmosphere all fair participants such as actors, vendors, and related staff must abide by the following regulations: any vendor who fails to make sure sales in accordance with this policy (below) shall be removed from the grounds and may not sell such items again. A notice of The Fair's weapons policy must be provided to each purchaser in written form. This notice is provided to the vendor below, and it is the responsibility of the vendor to reproduce and distribute with their product. *No firearms are permitted on The Fair site at any time.*

If a vendor is approved to sell weapons of any kind, the following notice must be given to ALL patrons who purchase a weapon.

“The Three Barons Renaissance Fair, Inc.’s weapons policy requires that patrons may only carry weapons that are properly peace tied or restrained on the fair site. If your weapon does not remain peace tied, you may be asked to leave The Fair's grounds.”

B. Vendor Costume Weapons

Any vendor wearing weaponry as part of their costume must have the weapons inspected by the vendor manager in conjunction with the fight show director. All weapons must be bound in their sheath and may not be removed during fair hours.

C. Sound & Voice Control

No powered sound or music producing devices are permitted on The Fairgrounds. The Fair shall not permit soliciting above the ordinary speaking tone of voice. If a complaint is justified, the vendor will be issued a probationary letter or asked to leave.

D. Fire Safety

The Anchorage Fire Department has enacted a fire prevention policy for special outdoor events. The latest revision, as of the day this was written, was 7/11/2019. Please take the time to review this document. (You can find it either by searching online for “Policy for Operational Permits Special Outdoor Events” or by going here: www.muni.org/departments/fire/prevention/documents/special%20outdoor%20events.pdf) The Fire Inspector for our event has final say about whether your booth meets the standards set out in this policy. If your booth does not pass the fire inspection, you will not be allowed to operate in the fair until it does.

The annual Three Barons Renaissance Fair is now smoke-free within The Fairgrounds. This includes all areas on the grounds including behind booths and in parking areas. The only approved location for smoking is on the paved area outside the front gate.

E. Alcohol

The Fair reserves the exclusive right to sell beer and wine at The Crooked Toad Tavern. Alcohol is not allowed outside of The Crooked Toad Tavern. Packaged alcohol beverages are not permitted on the fairgrounds.

F. General Restrictions

Controlled substances, smoking, bicycles, skateboards, and animals are not permitted on the fairgrounds.

Dogs and other animals are not permitted on The Fairgrounds unless they are an ADA service dog or miniature horse. Make arrangements for your pets elsewhere: violators will be asked to leave the grounds.

Free stickers, bumper stickers, and balloons will not be allowed to be distributed at The Fair.

V. MERCHANDISE

Vendors are required to identify to the Fair in writing on their application all items to be sold, exhibited, or distributed from the leased space. Once an application has been approved, a Vendor must submit a written request for inventory changes, additions, or deletions for subsequent approval by the Vendor Manager. Vendors may not use the name “Three Barons Renaissance Fair” or its logo. **If a vendor wishes to include elements to represent the Barony's, they are encouraged to use a sun, moon, or star. These symbols are fair use and not patented or trademarked.** The Three Barons Renaissance Fair promotes itself as a family event. Keep this in mind when choosing products and services for the Fair.

It may become necessary for the Fair to deny space requests or the sale of specific merchandise. It is the policy of The Fair to protect the sales of those booths that are run by The Fair itself. Therefore, items sold by booths run by The Fair are not allowed to be sold by any other booth.

A. Weapons for Sale

Vendors may sell weapons at the Fair in compliance with any applicable local, state, or federal laws if they ensure that the weapon is properly peace tied or restrained prior to the buyer leaving their booth. Patrons found carrying an improperly tied or restrained weapon may immediately be escorted off The Fair site.

If a vendor is approved to sell weapons of any kind, the following notice must be given to ALL patrons who purchase a weapon.

“The Three Barons Renaissance Fair, Inc.’s weapons policy requires that patrons may only carry weapons that are properly peace tied or restrained on the fair site. If your weapon does not remain peace tied, you may be asked to leave The Fair's grounds.”

B. Fake Weapons

The sale of toy or costume items resembling weapons, including but not limited to swords, daggers, rubber band pistols, etc., shall be made solely if each vendor gives a purchaser the required notice, safely packages each sale, and advises each purchaser to keep the sale in the packaging while on The Fairgrounds. The sale of such items is permitted only in accordance with these guidelines.

C. Prohibited Merchandise

The Fair management maintains the right to immediately prohibit the sale or distribution of any product or service it deems hazardous, offensive, or a nuisance to the public. For example: offensive or sexually explicit items, stun guns, silly string, and caps/popping devices may not be sold. Also, any item marketed as a synthetic drug, such as herbal incense packets, K2, spice, bath salts, is strictly prohibited.

D. Give-Aways & Promotional Items

Generally, give-away items should not be something other exhibitors are selling, such as caps, t-shirts, and mugs. There are many approved promotional items for distribution such as imprinted pens, logo bags, and calendars. If you have questions concerning your choice of promotional items please contact the vendor manager. Balloons and Stickers (including bumper stickers) are not on the approved list.

IV. BOOTH CONSTRUCTION

A. Booth Set-Up Dates & Times

All vendors must check in with the Vendor Manager before starting set-up or construction to verify space location and pick up their Vendor Credentials Packet. Vendor Credentials can be picked up starting May 31st. Other times by special arrangement with the Vendor Manager. Set-up must be completed and booths must be up and running by the time The Fair starts at 12:00 noon, June 3rd!

B. General Set-Up Begins Wednesday, May 31st.

If special arrangements are needed, please contact the Vendor Manager.

C. Booth Tear-Down Dates & Times

No load-out or traffic on The Fair until after 8:30 pm and Security gives the OK.

Outdoor booths may be dismantled during the following times:

Sunday, June 11th, after 8:00 pm, through Wednesday, June 14th, 11:59 pm.

Paid security will leave the site on Monday, June 12th at noon.

Vendors must remove all their structures, improvements, property, and belongings from The Fairgrounds no later than 11:59 pm Wednesday, June 14. Vendors must leave The Fairgrounds after dismantling their structure or vacating their booth. The Fair will not be responsible for goods or buildings left unattended after security leaves the grounds on Monday, June 12 at noon. After 11:59 pm Wednesday, June 14, all structures or belongings not pre-arranged to go into storage or be moved will become property of The Fair and a \$50 fee will be assessed. *Please leave grounds space in the same condition as when you arrived; fill in holes before you leave the fairgrounds and do not leave garbage or discarded building materials behind.*

The Fair requires six (6) feet between all booths, and ten (10) feet between food vendor booths. Stay within your marked area, please!

All building construction must be completed by noon, Saturday, June 3rd. The Fair is a safe workplace and all vendors and contractors shall comply with local, state, and federal regulations. Vendors are responsible for all aspects of safety in connection with any work performed by themselves or a contractor. All building construction and maintenance performed on the fairgrounds shall follow OSHA standards and guidelines. For detailed information visit the OSHA website at www.osha.gov. Vendors shall not operate equipment owned or controlled by The Fair.

The booth structure (including eaves, overhangs, holding tanks etc.) must fit within the confines of your leased booth space (check lease agreement for dimensions). No part of the operation can be in the marked 6 or 10 feet between booths. Variations from this rule must be pre-approved by the Site Manager, through the Vendor Manager.

Remember, large structures are difficult to set up and take down quickly. The Fair recommends a structure no larger than 10' x 20', including eaves.

D. Construction Materials – Restrictions, Requirements, & Recommendations

Visqueen, clear plastic, or blue tarps may not be used in booth construction. Vendors may use factory-made tarps with finished edges, which fit securely and professionally. All tents, tarps, and canvases must be made of fire retardant material, U.L. listed. Booths should be in good structural condition and securely built to withstand **strong** winds and heavy rains.

Construction work on booths during The Fair’s operating hours is not permitted. Minor alterations or additions to your booth after the start of The Fair must be done before or after fair hours each day. Please keep sound ordinances in mind if doing any construction.

E. Signs & Advertising

A prominent identifying sign, professional in appearance, shall be posted at vendor’s sole expense, within the confines of the leased space. The maximum height is 16 feet. No one shall display any form of political advertising or disseminate political propaganda unless the individual lease agreement permits such a privilege. Signage, if not directly related to the participating vendor, is not allowed. If found, the unauthorized signage shall be removed and the offending vendor may be charged a \$50 clean-up fee.

F. Utilities

i. Electricity

Electricity is not included with the leased space unless otherwise purchased. Electricity is available on a first come, first served basis, with preference going to food vendors and approval by the Vendor Manager if not a food vendor. Those vendors who get electricity may use one 110 volt (20 amp) electrical outlet from the pedestal nearest the leased space. If a vendor has higher electricity needs, please speak to the Vendor Manager, who will coordinate with the Site Manager. **For the 2023 season, electricity will only be considered for food vendors. Electricity will not be provided between fair weekends.**

It is the vendor’s responsibility to provide heavy-duty extension cords to transmit electricity to their booth. All cords must be waterproof, rated for outdoor usage, and gauge appropriate for the number of amps. No romex wiring is allowed on the exterior of your booth, except as permitted by NEC. Alterations to The Fair’s electrical system are not allowed. Electrical work must be completed to state code.

Electrical appliances which are used for the personal convenience of vendors (coffee pots, space heaters, hot plates, etc.) should be used conservatively. A costly power failure can result from overloading circuits. After hours electricity may be drawn only from the outlet used for the booth.

Do not construct any part of your booth operation over or restrict access to our electrical boxes. Do not block the electrical boxes or cords in any way; the maintenance crew must have access to them at all times.

Digging holes into the ground is not permitted without prior approval from The Fair. There are several areas that could be a potential water, electrical, or gas disaster on the grounds. Violators risk losing the privilege of returning for future fairs and will be assessed damages if applicable. Lease space must be left in the same condition as found.

ii. *Garbage*

All garbage shall be placed in Fair provided containers. Any vendor generating a large amount of refuse (i.e. corn husks, bread dough, peels, wood chips, animal waste) must be responsible for placing their garbage in fair dumpsters or arrange for disposal. Grease shall be disposed of in a container with a secure lid and arrange for disposal on a daily basis.

iii. *Waste-water facilities*

Waste-water facilities are not available on The Fairgrounds. Sinks and other facilities in any booth must be self-contained. Dumping water, grease, chemicals, etc. on the ground, in storm drains, or in the Porta-Pottys is strictly forbidden and is cause for immediate cancellation of vendor agreement. The Vendor is responsible for removing chemicals, paints, and all hazardous refuse in a safe and responsible manner.

VII. PARKING & TRAFFIC CONTROL

A. Vendor Parking Lot

Vehicle Permits are required for access to The Fairgrounds starting at 10:00 am, Saturday, June 4. There is one Vendor Parking Lot. The Vendor Parking Lot is first come, first served. Having a Vendor Parking permit is not a guarantee of available parking within the Vendor Parking Lot. If the Vendor Parking Lot is full, or if you prefer not to park there, you will need to find parking off The Fair site. **The 2023 designated parking may not be on site, but a loading zone will be provided.**

Please have as many people as possible park at UAA's Alaska Airlines Center parking lot. There will be a shuttle running from 11:30 am to 8:30 pm each day The Fair is open.

ALL VEHICLES WITHOUT PROPER CREDENTIALS OR ILLEGALLY PARKED WILL BE IMPOUNDED AT THE OWNER'S EXPENSE.

Campers, motor homes, or units over 10' may not park behind vendor booth space.

B. Traffic Control

No vehicles are permitted on The Fairgrounds during 11:00 am to 8:30 pm.

With the approval of the Site Manager, vehicles are allowed on The Fairgrounds each morning, but must be cleared from the grounds by 11:00 am unless other instructions are given. All vehicles are to circle the site in a counter-clockwise fashion to prevent accidents in the blind corners. **This may be updated for the 2023 season based on the new map per the site director.**

Again, **with the Site Manager's permission**, vehicles will be allowed back on the grounds at the end of the day when Security clears the site, which will be approximately 30 minutes after The Fair closes.

VIII. SAFETY & SECURITY

A. Security

The Fair provides security 24 hours a day, beginning the first day of set-up, for the safety of fair staff, vendors, and patrons. The Fair takes no responsibility for theft, loss, or vandalism of any type. This is the vendor's sole responsibility.

True security problems (theft, vandalism, bears etc.) should be reported to the Vendor Manager or Security so proper authorities can be contacted. All vendor issues should be taken to the Vendor Department. The Vendor Manager can be reached at vendors@3barons.net.

B. Emergency Procedures

The Three Barons Renaissance Fair Emergency Plan is adopted by the Board of Directors and is revised from time to time. The plan specifies procedures and lines of authority for The Fair staff in case of a declared emergency. At fair time the Security contractor has the first line of communication with local emergency agencies. The Fair staff coordinates with them and manages media relations. The Emergency Plan is available for inspection by all vendors, and they are asked to comply with instructions from The Fair management and The Fair Security contractor in a declared emergency.

C. Fire Safety Requirements

The Three Barons Renaissance Fair and the local Fire Department are working together to ensure fire safety in all areas of the fairgrounds.

Every **stationary** vendor space shall have a minimum of ONE 2: A-10: BC rated fire extinguisher.

Fire extinguishers shall be tagged for annual service within the last 12 months by an approved fire extinguisher permit holder. The current tag shall be attached to the fire extinguisher(s). All fire extinguishers shall be in conspicuous location, not obstructed, and shall be easily accessible.

Food Vendors shall be required to meet the additional municipal and State fire safety requirements for fire extinguishers and other standards. The vendor staff will be checking to make sure propane tanks have not expired. The 2018 Fire Inspector noted that all roofs above a heat source should be metal (either a pure metal roof or a metal shield between the heat source and the roof). See the Appendix for fire safety information for food trucks and propane tanks provided by the Fire Inspector in 2018.

IX. SERVICES **Locations subject to change per 2023 map.**

- A. First Aid:** Trained volunteers are at the First Aid Station during fair hours. Located by The Front Gate.
- B. Lost & Found:** All items are turned in to The Information Booth by The Front Gate.
- C. Family Rest Stop:** A safe haven for weary parents and youngsters can be found in The Baby Barony by The Tadpole.
- D. ATM Machine:** In front of the tower.

X. Appendix

Is your propane cylinder **SAFE?**

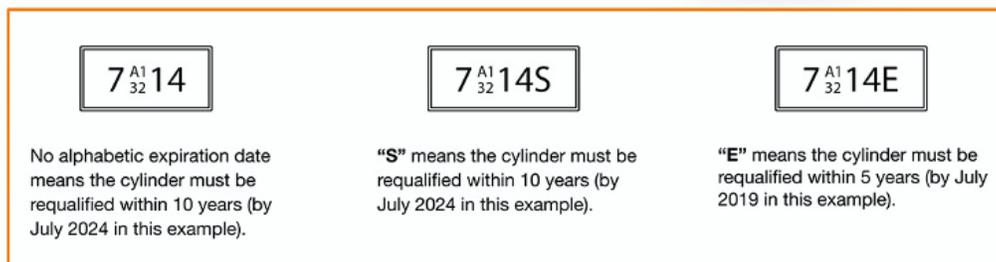
Propane cylinders must be periodically requalified to be safe for use*. Do not use cylinders that have not been requalified because you risk property damage, severe injuries, or death.

To see if your cylinder is okay to use, look for these markings:

- A Manufacturing Date:**
Cylinders must be requalified within 10 years of manufacture (in this illustration by May 2015).
- B Requalification Date:**
If the cylinder is older than 10 years, look for a “requalification date.”



Other possible requalification markings:



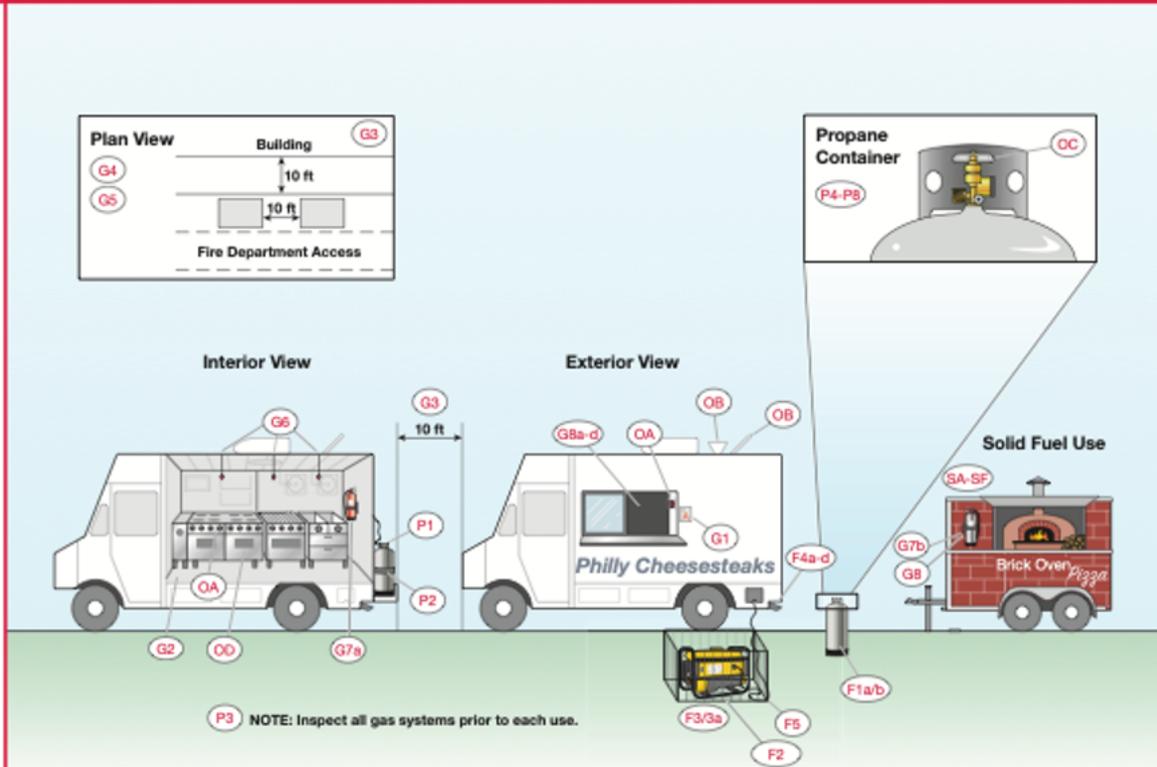
U.S. Department
of Transportation
**Pipeline and
Hazardous Materials
Safety Administration**
PHH50-0159-1116

A list of US DOT approved requalifiers and their ID number (RIN) is available on the PHMSA website: <https://portal.phmsa.dot.gov/rinlocator>. See also §173.301

A video guide is available at <https://www.youtube.com/watch?v=83UUfNIWjuU>
For more information, contact the Hazmat Info Center: **1-800-467-4922**



FOOD TRUCK SAFETY



NFPA code references are provided at the end of each item. The red keys correspond to the NFPA food truck safety diagram. For more detailed information, see NFPA 1 and Chapter 17 in NFPA 96.

General Safety Checklist

- Obtain license or permits from the local authorities. [1:1.12.8(a)] **G1**
- Ensure there is no public seating within the mobile food truck. [1:50.8.3.2] **G2**
- Check that there is a clearance of at least 10 ft away from buildings, structures, vehicles, and any combustible materials. [96:17.2] **G3**
- Verify fire department vehicular access is provided for fire lanes and access roads. [1:18.2.4] **G4**
- Ensure clearance is provided for the fire department to access fire hydrants and access fire department connections. [1:13.1.4; 1:13.1.5] **G5**
- Check that appliances using combustible media are protected by an approved fire extinguishing system. [96:10.1.2] **G6**
- Verify portable fire extinguishers have been selected and installed in kitchen cooking areas in accordance with NFPA 10. [96:10.9] **G7a**
- Where cooking appliances that use solid fuel, such as charcoal or wood, produce grease-laden vapors, make sure the appliances are protected by listed fire-extinguishing equipment. [96:15.7.1] **G7b**
- Ensure that workers are trained in the following: [96:17.10]; **G8**
 - Proper use of portable fire extinguishers and extinguishing systems [96:17.10.1(1)] **G8a**
 - Proper method of shutting off fuel sources [96:17.10.1(2)] **G8b**
 - Proper procedure for notifying the local fire department [96:17.10.1(1)] **G8c**
 - Proper procedure for how to perform simple leak test on gas connections [96:17.10.1(5)] **G8d**

FOOD TRUCK SAFETY *CONTINUED***Fuel & Power Sources Checklist**

- Verify that fuel tanks are filled to the capacity needed for uninterrupted operation during normal operating hours. [1:10.14.11.1 for carnivals only] **F1a**
- Ensure that refueling is conducted only during non-operating hours. [96:17.8.3] **F1b**
- Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures. [96:17.5.2.2] **F2**
- Ensure that any engine-driven source of power is shut down prior to refueling from a portable container. [1:10.15.4] **F3**
- Check that surfaces of engine-driven source of power are cool to the touch prior to refueling from a portable container. **F3a**
- Make sure that exhaust from engine-driven source of power complies with the following: **F4**
 - At least 12 ft in all directions from openings and air intakes [96:17.5.2.3(1)] **F4a**
 - At least 12 ft from every means of egress [96:8.13] **F4b**
 - Directed away from all buildings [96:17.5.2.3(2)] **F4c**
 - Directed away from all other cooking vehicles and operations [96:17.5.2.3(3)] **F4d**
- Ensure that all electrical appliances, fixtures, equipment, and wiring complies with the NFPA 70® [96:17.8.1] **F5**

Propane System Integrity Checklist

- Check that the main shutoff valve on all gas containers is readily accessible. [58:6.26.4.1(3)] **P1**
- Ensure that portable gas containers are in the upright position and secured to prevent tipping over. [58:6.26.3.4] **P2**
- Inspect gas systems prior to each use. [96:17.2.3] **P3**
- Perform leak testing on all new gas connections of the gas system. [58:6.16; 58:6.17] **P4**
- Perform leak testing on all gas connections affected by replacement of an exchangeable container. [58:6.16; 58:6.17] **P5**
- Document leak testing and make documentation available for review by the authorized official. [58:6.26.5.1(M)] **P6**
- Ensure that on gas system piping, a flexible connector is installed between the regulator outlet and the fixed piping system. [58:6.26.5.1(B)] **P7**
- Where a gas detection system is installed, ensure that it is tested monthly. [96:17.2.2] **P8**

Operational Safety Checklist

- Do not leave cooking equipment unattended while it is still hot. (This is the leading cause of home structure fires and home fire injuries.) **OA**

- Operate cooking equipment only when all windows, service hatches, and ventilation sources are fully opened. [96:12.1.1] **OB**
- Close gas supply piping valves and gas container valves when equipment is not in use. [58:6.26.8.3] **OC**
- Keep cooking equipment, including the cooking ventilation system, clean by regularly removing grease. [96:12.4] **OD**

Solid Fuel Safety Checklist (Where Wood, Charcoal, Or Other Solid Fuel Is Used)

- Fuel is not stored above any heat-producing appliance or vent. [96:15.9.2.2] **SA**
- Fuel is not stored closer than 3 ft to any cooking appliance. [96:15.9.2.2] **SB**
- Fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. [96:15.9.2.7] **SC**
- Fuel is not stored in the path of the ash removal or near removed ashes. [96:15.9.2.4] **SD**
- Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day. [96:15.9.3.6.1] **SE**
- Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container. [96:15.9.3.8.1] **SF**

Learn More

- ▶ Get free digital access to NFPA codes and standards at: nfpa.org/docinfo
- ▶ Read the latest news and updates at: nfpa.org/foodtrucksafety
- ▶ Review the following and other NFPA resources at: nfpa.org
 - NFPA 1, *Fire Code*, 2021 Edition
 - NFPA 1 *Fire Code Handbook*, 2021 Edition
 - NFPA 10, *Standard for Portable Fire Extinguishers*, 2018 Edition
 - NFPA 58, *Liquefied Petroleum Gas Code*, 2020 Edition
 - *L.P.-Gas Code Handbook*, 2020 Edition
 - NFPA 70®, *National Electrical Code®*, 2020 Edition
 - *National Electrical Code® Handbook*, 2020 Edition
 - NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, 2021 Edition
 - NFPA 96: *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations Handbook*, 2017 Edition



IT'S A BIG WORLD.
LET'S PROTECT IT TOGETHER.™

NOTE: This information is provided to help advance safety of mobile and temporary cooking operations. It is not intended to be a comprehensive list of requirements for mobile and temporary cooking operations. Check with the local jurisdiction for specific requirements. This safety sheet does not represent the official position of the NFPA or its Technical Committees. The NFPA disclaims liability for any personal injury, property, or other damages of any nature whatsoever resulting from the use of this information. For more information, go to nfpa.org/foodtrucksafety.

© 2020 National Fire Protection Association / November 2020