Vendor Code of Conduct

The following statements are included in the Idaho Renaissance Faire Inc Hold Harmless Agreement. By submitting my application, I agree to hold Idaho Renaissance Faire Inc and its Board Members, Volunteers, Employees, and those associated with the event harmless for loss, theft, damage, or personal injury. You also agree to abide by the following rules. Turning in your application will be considered an agreement to the terms in this code of conduct, and a declaration that you understand that this is considered a legal agreement, you have read this release and you understand all its terms, and you agree to it voluntarily and with full knowledge of its meaning and significance. Certain violations of this code of conduct may be used as ground for expulsion from the event, should that occur, the affected vendor shall be added to our blacklist of vendors who are not allowed to be at our events.

1. Idaho Renaissance Faire Inc seeks to provide a fun event that allows for an escape from the modern worries and troubles of the world. As such **No Modern Politics, Political Platforms, Political Party Affiliations, Political Activism or Any Form Thereof Shall be Permitted.** Any vendor found to be in violation of this clause will be considered in violation of the event atmosphere and will not be asked back. This includes petitions, merchandise, voting information, displays of partisanship, or any other form of political affiliation.

2. **Good Neighbor Policy -**We adhere to a 'good neighbor policy' and require that all merchants treat each other with respect, take care to avoid excessively loud or inappropriate noise and behavior. Hawking wares to patrons IS encouraged! No merchant or entertainer may 'heckle' or bully another merchant if patrons are in the shop. Any person found to be in violation of the Good Neighbor policy will be considered in violation of the event atmosphere, will not be asked back, and may be ejected from the event attended. Any such action taken against the Event itself, the crew the volunteers, or our patrons before, during, or after the event will also be considered a violation of this clause.

3. **Vendors/entertainers will not be permitted to drink alcohol during the daytime operating hours of the event.** Idaho Renaissance Faire INC provides a family friendly environment, and vendors will be held to the same standards as the Event Staff. Those who are working the event are not permitted to drink alcohol. Those with a vendor or entertainer pass will be refused alcohol at the Pub during the hours of the Faire. The pub will be open for 30 minutes after the event officially closes, this is the only time that

those working our events may be allowed to drink. Additionally, to keep in good standing with our alcohol and beer garden provider, anyone who brings outside alcohol onto the premises will not only be banned from future events but whatever entity they are working for will be added to the BLACKLIST.

4. **No smoking will be allowed outside of designated areas.** This includes vaping and other non-traditional forms of smoking. Some venues do not allow smoking on the venue period, and therefore there will be no smoking at all within those venue grounds.

5. **Children must be supervised at all times.** It is your responsibility to know where your children are at all times. IRFI is not responsible should your child go outside the event boundaries or enter a dangerous area. The state of Idaho has a strict 14-year-old age limit for children working in your booth. If your child is not at least 14 years old they must be supervised at all times. We have had multiple instances over the years of underage children roaming the booths and the Faire unsupervised. These instances have resulted in damage to other vendors booths, disruption of entertainment stages, and even children ending up in life threatening situations. If you are bringing a child, your child MUST be supervised by an adult at all times. Unsupervised children shall be considered a violation of the code of conduct, repeated violations of the children clause will result in said children being held at security until an adult can come to collect them.

6. **All booths are requested to be decorated in a renaissance theme, and all people working in the booth are requested to be dressed in themed attire while the Faire is open.** We encourage creativity and booth designs that compliment your business or endeavor.

7. **Booths and all decorations must be secured and stable to avoid blowing away in the event of wind. 8" stakes are recommended, but weights attached to the pole of your booth are also acceptable.** IRFI has experienced a history of high winds especially in the evening. Securing and weighting booth coverings is necessary to prevent damage to vendors' booths and product, and damage to neighboring booths. IRFI is not responsible for any damage to a vendor's booth or inventory. Staking documents will be provided in the IRF Handbook.

8. **Vendor booths must be closed and secured when not attended.** Idaho Renaissance Faire INC is not responsible for lost, stolen or damaged goods.

9. **IRFI requires that vehicles be off the field** by a certain time on the days of the event. The vehicle gates WILL be locked one hour before opening. If you are not onsite by that time your vehicle will not be allowed onto the field. Additionally, the Vehicle gates will not re-open until 30 minutes after close or all patrons are off the field, whichever is later. If you are found to be driving your vehicle on the field between these times you will not be allowed back at our events.

10. **Vendor booths shall be open and ready to operate one hour before opening.** In order to provide a smooth-running event, we require that all vendors are onsite and ready to go before the event opens. By planning ahead and arriving early you can get to know your neighbors, visit their booths and be ready for patrons to come to your booth when they arrive.

11. Booths must be dismantled after the close of the event, and vendors must leave their area clean of all materials and trash. **Vendors, including Food Vendors, must bag their own trash and dispose of it appropriately**. **Do not put your trash in the trash barrels or dumpsters on the event property**. **Do not dump any excess oils or material other than clean water, on the field.** Any vendor found to be in violation of the cleanup clause will be considered in violation of the event atmosphere and will not be asked back.

12. **Vendors must provide their own electricity if needed.** Idaho Renaissance Faire Inc cannot guarantee that electricity will be available onsite. If a generator is needed, please bring one sufficient to supply your own booth.

13. **All Merchants must have their Idaho State Tax information displayed in their booth while they are doing business (ST-124 or Idaho State Sellers Permit).** The Idaho Tax Commission can and will fine us for vendors that do not fill out the ST-124 tax form. Moving forward this must be filled out one week prior to the event. ALL entities MUST fill out the ST-124, it does not matter if you have a Sales permit from the State of Idaho, or even if you are not selling anything. YOU MUST FILL OUT THE TAX FORM. If you are selling IT MUST BE DISPLAYED. Moving forward, failure to do this will result in a ban from working with Idaho Renaissance Faire INC.

14. **Gambling and Raffles -** Idaho is a non-gambling state. If you are doing a raffle OF ANY KIND notate it on the application form. We will contact you additional steps needed for the raffles to be allowed at Idaho Renaissance Fair Events.

15. **No pets will be allowed onsite unless as service animals.** To ensure a safe and clean event, there will be no pets allowed at Idaho Renaissance Faire. The only animals permitted are those by the American Disabilities Act. The following is taken directly

from the ADA website: "Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA." (https://www.ada.gov/resources/service-animals-2010-requirements/#how-service-animal-is-defined) Emotional Support Dogs are not allowed on site. If you have a Service Dog you must notate it in the notes that you are 1.) bringing a service dog due to a disability and 2.) what task it is trained to perform. Some of our vendors train service animals and we allow those in training to be included under this same provision, provided the task they are being trained for is stated upon arrival.

16. **There will be a professional photographer onsite.** Any pictures taken will be used for publicity purposes and can be used as evidence to enforce the above rules as needed.
17. **All Invoices paid are final.** Your vendor fees go directly to the venue, and utilities that we need to put on the event, as well as entertainers for the event. Idaho Renaissance Faire INC operates on a no refund policy so that we can continue to operate even if someone decides to back out last minute. Once you have paid your invoice you forfeit all rights to that money, as it has already been used to make the event a worthwhile area.
18. **Any changes to your application or cancellations of your attendance must be submitted in writing to vendors@idahorenfair.org.** requests made via Discord, Facebook, Facebook Messenger, Square Invoice Services, Texting, Phone Calls, Face to Face Conversations, Handwritten Letter, or Carrier Pidgeon are not considered authorized communications for this purpose and will not be accepted or honored.
19. **Any** violation of **any** of the above terms shall be considered a violation of the code of conduct and may result in not being accepted back to our events in the future. Repeated Violations, or violations that are deemed by authorized IRFI staff to be immediately disruptive to the atmosphere may result in immediate removal and

ejection from the event. Should that happen the security team will secure the booth and goods of the affected vendor until the end of the day at which time the vendor shall be allowed to tear down their space. No refunds shall be given to the vendor should this clause come into effect.

Idaho Renaissance Fair
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