

HIGH PLAINS RENAISSANCE FAIRE

MERCHANTS & PURVEYORS OF THE REALM — VENDOR APPLICATION & COVENANT (2027)

WELCOME TO THE REALM

The merchants and purveyors of the High Plains Renaissance Faire (HPRF) are vital to creating an immersive and authentic atmosphere for our honored guests. Your primary purpose is to enhance the experience by offering unique, high-quality wares and sustenance, and conducting all business with the spirit of **Courtesy to All Guests** and **Joyful Merriment and Welcome**.

All participants in our realm are bound by the **Code of Chivalry** (see **HPRF Handbook**)

SECTION I: MERCHANT & BUSINESS INFORMATION

Please complete all information clearly. This application serves as your official proposal to trade within the High Plains Renaissance Faire at Fort Caspar Historic Site.

FIELD	APPLICANT INFORMATION
Business / Organization Name	
Primary Contact Name	
Phone Number	
Email Address	

FIELD	APPLICANT INFORMATION
Mailing Address	
Website / Portfolio / Social Media	

CATEGORY OF COMMERCE

Select the single primary category that reflects your offerings:

☐ **Artisans & Merchants (General Vendor):** Fine crafts, historical clothing, jewelry, leatherwork, weaponry/armor, period goods, and non-consumable wares.

☐ **Food & Drink Purveyors (Food Vendor):** Prepared food, baked goods, feast items, and beverages for immediate on-site consumption.

DESCRIPTION OF WARES & HISTORICAL ALIGNMENT

To maintain the immersive historical atmosphere, describe all products, items, or food you intend to sell. Specify how your goods align with a Renaissance, medieval, or historical theme.

Attach additional parchment or photos. Applications with good photos of wares may increase their chances of being approved. (online form allows up to 10 images/videos).

SECTION 2: SPACE REQUIREMENTS & FACILITY FEES

The standard booth space provided for all merchants is **12 feet by 12 feet (12' x 12')**. Standard booths are **\$100**, payable upon acceptance. You may reserve multiple booth spaces to make a larger space. Make sure to indicate any dimensions and other special needs in this application. Email or call us to clarify anything especially unique.

OPERATIONAL NEED	DETAILS & SELECTION
Booth Quantity <i>(Required)</i>	☐ Single (12' x 12') ☐ Double (12' x 24') ☐ Other _____
Anchoring Method <i>(Required)</i>	☐ Weights/Ballast (Min. 40 lbs per leg required) ☐ Ground Stakes <i>(Requires prior written coordination due to historic grounds)</i>
Electrical Power Request	☐ Self-Contained / No Power Needed ☐ Power Requested (Requires Spark Fee): ☐ Light Use (\$50) - For standard needs (e.g., lighting, small displays) ☐ Heavy Use (\$100+) - For high-draw equipment (e.g., food appliances, heavy machinery). Subject to availability.
Other needs (running water, waste water dump station referrals, etc.)	
Noise & Equipment	Generators must run under 90 dB and be pre-approved. List any generators or loud equipment: _____

SECTION 3: FEES & CANCELLATION POLICY

- **Application Fee:** A non-refundable processing fee of \$10 is required with this application. Please submit payment via check or online payment (preferred).
 - **Booth Fee Refunds:** Booth fees are payable upon acceptance. Cancellations requested 60 days or more prior to the event date are eligible for a full refund of the booth fee. Cancellations made within 60 days of the event are non-refundable.
-

SECTION 4: FOUNDING MERCHANT FELLOWSHIP APPLICATION

The High Plains Renaissance Faire honors those who stand with us at the breaking of the dawn. The Founding Merchant Fellowship is a prestigious circle limited strictly to the first twenty (20) approved vendors for our inaugural 2027 season.

FELLOWSHIP BENEFITS & RESPONSIBILITIES

- **Benefits upon Founding Merchant Fellowship approval:**
 - The "Founder's Mark": Founders are granted a physical seal or digital badge (The Founder's Mark) to display on their booth and website, identifying them as an original architect of the High Plains Renaissance Faire.
 - First Right of Refusal: Founders will be offered their same booth location for the following year before the general application period opens to the public.
- **Key Responsibility:** Founders commit to assisting the Round Table Planning Committee by providing at least three (3) verified referrals of high-quality artisans or performers and serving as "Visual Stewards" for period aesthetic standards.

[] **YES, I wish to apply for the Founding Merchant Fellowship.** I understand this is limited to the first 20 approved vendors and agree to fulfill the fellowship responsibilities.

SECTION 5: RULES, AESTHETICS & OPERATIONAL STANDARDS

All accepted vendors must adhere strictly to the rules set forth in Section 5 of the *High Plains Renaissance Faire Handbook*:

1. **Theme & Visual Presentation:** All modern structures (tents, pop-up canopies, plastic bins, modern tables, power cords) must be shrouded in period-appropriate materials such as canvas, burlap, or wood. While Year One offers a 'Grace of the Sovereigns' for newcomers, blatant modern visuals in public view are strictly prohibited. All vendor personnel must dress in period costume and interact in character where possible.
 2. **Food & Drink Regulations:** Food Purveyors must possess valid Natrona County & Wyoming State Health Permits. A self-contained handwashing station is **mandatory** inside the booth. Food vendors must provide a dedicated grease and greywater disposal plan; no liquids or waste may be discharged onto the grounds of Fort Caspar under penalty of immediate banishment and cleanup fees. All trash must be bagged for regular sweeps by the Gleaners.
 3. **Taxes & Licenses:** Vendors are solely responsible for obtaining necessary Wyoming state tax permits and business licenses, and for collecting and remitting all applicable sales taxes.
 4. **Site Restoration:** Vendors must restore their assigned space to pristine condition before departure. All straw, trash, and debris must be bagged and removed to central collection points. Fort Caspar is a Nationally Registered Historic Place and vendors will be expected to treat the facilities with respect and inform management of any concerns or issues.
-

SECTION 6: SAFETY PROTOCOLS, WIND AGREEMENT & LIABILITY RELEASE

I. THE "WYOMING WIND" PROTOCOL

In Casper, wind is a severe structural hazard. High winds can exceed 50 mph on short notice.

- **Mandatory Weighting:** All tents, canopies, and sunshades **must be secured with a minimum of 40 lbs per leg** using solid ballast weights or approved ground stakes.
- **"Shields Down" Emergency Order:** If sustained winds exceed **35 mph** or gusts exceed **50 mph**, the Sovereigns may issue a "Shields Down" order. All vendors must immediately lower canopies, secure loose wares, and follow direction from safety stewards.

2. CERTIFICATE OF INSURANCE (COI) REQUIREMENT

All accepted vendors must maintain Commercial General Liability insurance with coverage limits of at least \$500,000 per occurrence / \$1,000,000 aggregate. **At least 14 days prior to the event, Vendor must submit a Certificate of Insurance (COI) explicitly naming the following as Additional Insureds:**

1. **High Plains Renaissance Faire LLC**
2. **City of Casper**

Vendors engaging in kinetic tools, blacksmithing, archery, or open flame require an additional Activity Rider on their policy.

Note: Most craft vendors obtain a \$1M/\$2M event policy online (ACT Insurance, Insurance Canopy, or their existing agent) for roughly \$50–\$125 for a weekend and can add High Plains Renaissance Faire LLC and the City of Casper as additional insureds at no extra charge. Vendors with live flame, forge, or archery demonstrations should confirm coverage for that activity with their insurer before applying.

3. RELEASE OF LIABILITY & HOLD HARMLESS AGREEMENT

The undersigned Vendor ("Releasor") hereby releases, waives, discharges, and covenants not to sue **High Plains Renaissance Faire LLC**, its Sovereigns, the Round Table Planning Committee, event volunteers, agents, and the City of Casper (collectively "Releasees") from any and all claims, demands, losses, damages, or injuries to person or property arising out of participation in the High Plains Renaissance Faire.

Vendor assumes full responsibility for all risks associated with outdoor terrain, weather, high winds, crowds, setup/teardown, and sales operations. Vendor agrees to indemnify and hold harmless the Releasees against any third-party claims arising from Vendor's products, booth operations, negligence, or personnel.

I understand the Release of Liability & Hold Harmless Agreement. Initial here _____

4. PHOTO & MEDIA RELEASE

Vendor grants High Plains Renaissance Faire LLC irrevocable permission to photograph, record, and feature Vendor's booth, wares, and staff in promotional, media, and archival materials without compensation.

I understand the Photo & Media Release. Initial here _____

SECTION 7: EXECUTION & COVENANT SIGNATURES

By signing below, I certify that I have read, understood, and agree to abide by all terms, the *Code of Chivalry*, site rules, safety protocols, and liability releases set forth in this application and the *High Plains Renaissance Faire Handbook*.

COVENANT SIGNATURES	DATE & DETAILS
Vendor Authorized Signature _____	Date: _____
Printed Name: _____	Title: _____

APPLICATION SUBMISSION INSTRUCTIONS

Option 1: Online form. (preferred option).

1. Go to <https://www.highplainsrenfaire.com/vendor-application> and fill out the form.
2. The form will ask for payment information to cover the \$10 application fee.

Option 2: Email this form and submit payment separately.

1. Save or print this form.
2. Fill out the form. If you fill it out by hand, please make sure it is legible.
3. Email your completed form, payment confirmation, and photos of your wares, booth setup, or costume attire to: admin@highplainsrenfaire.com.
4. We will email you a payment link. Keep an eye out for the link and pay promptly.