



# The Nottingham Festival

## TUMBLEWEED THE WILD WEST LIVES HERE

### 2017 CATERER APPLICATION INFORMATION

A TWO-WEEKEND TRADITIONAL RENAISSANCE FAIRE &  
ONE-WEEKEND WILD WEST FESTIVAL IN SIMI VALLEY, CALIFORNIA  
SIMI VALLEY CIVIC CENTER PARK

NOTTINGHAM - NOVEMBER 4, 5 & 11, 12, 2017 • 10AM TO 5PM

TUMBLEWEED - NOVEMBER 18 & 19, 2017 • 10AM TO 5PM

(ALL DATES, TIMES AND LOCATIONS ARE SUBJECT TO CHANGE)

Thank you for your interest in participating in the 5<sup>th</sup> Anniversary Nottingham Festival, a traditional Renaissance Faire, and/or the 2<sup>nd</sup> Annual Tumbleweed Township, Wild West festival. Nottingham continues to be successful and retain its award-winning vision as one of the best new Renaissance Faires in the country. The inaugural Tumbleweed Festival was well received and is expected to grow leaps and bounds as we enter into its second year.

The Nottingham Festival and Tumbleweed Township are a 501 c 3 non-profit events in affiliation with Actors' Repertory Theatre of Simi and the Simi Valley Cultural Association, with the purpose of serving the East Ventura County, the San Fernando Valley and beyond! Both Festivals are themed-events that will recreate Elizabethan England in the 16<sup>th</sup> Century and mid-to-late 1880's of the American Wild West. Patrons coming to the Festival will be stepping back in time and we expect all those who participate as merchants, performers, etc. to create this world by following all rules and regulations set forth by the Festivals. The main purpose of the Festival is to provide entertaining, educational events based in a historical world that benefits the customers and the community alike. We are expecting an estimated 8,000 to 10,000 customers over the course of each weekend, and our goal is to make these events affordable for families.

### **How do I apply and will my food and products fit into the theme of the Festival?**

It is incredibly important that our patrons step into the magical world of the past whether it is England in the 16<sup>th</sup> Century or the Wild West in the late 1880's. It is our goal to have our marketplace reflect that. The Festival is not a mall food court and should be filled with fabulous appropriate foods. Preference will be given to foods that reflect the period of time and locale of the time period. Food items that do not fit this description may be accepted **ONLY** if an adequate reason is given as to why the food items should be present and sold. Food booths that are not a concise theme or focus and/or are filled with a variety of items that make no sense will not be given much weight in the acceptance process.

- Please fill out the application form completely and thoroughly and read all requirements carefully.
- Complete one application and food item list per booth.
- Provide a copy of your current Resale License.
- Provide a copy of your current Simi Valley Business License. License available at <http://www.simivalley.org/index.aspx?page=170>
- Include appropriate application fee. All application fees are non-refundable. If accepted, application fee will be applied toward the Registration Fee.
- VCEHD Food Safety Certification or Equivalent must be enclosed.

## Jurying

To make a more competitive and fair marketplace, the number and types of food booths and items will be limited. There will be no exact duplication of products. Food items juried will be based on some of the following attributes: type of food item, relevance to the time period and locale, quality and reputation of caterer, uniqueness of presentation, materials used and ability to handle high volumes of customers. All Food items and products that you wish to sell at the Festival must be listed on your application along with their pricing. Caterers and Food Vendors may **ONLY** sell items that were listed on their application **AND** approved by the Festival. Items not listed cannot be sold. The Festival is determined to make the event a family friendly and affordable environment and has the right to deny items based on price point. When pricing, take that factor into consideration. Upon acceptance to the Festival, you will receive a letter explicitly stating which food items your booth is allowed to sell and at the prices stated on the application. Any violation will result in you removing the item from being sold and may also result in a monetary fine and your removal from the Festival. We will be inspecting booths to confirm adherence to the juried items, services and pricing. The Festival reserves the right to prohibit food items or displays that it deems unacceptable. All photos should be sent along with the application to The Nottingham Festival, Attn: Marketplace, P.O. Box 777, Simi Valley, CA 93062 or sent via email to Andrew Elkins at Andrew@Nottinghamfestival.com.

## Foods

Food Items and Products to be accepted must fit into the theme and medium of the Renaissance or Western eras as appropriate for each individual festival. Food items geared towards this premise will take precedence. All items listed on your application must be juried. Each item (or general type) must be submitted by photograph (either digital or physical). Please list each food item, why it fits into the theme of the festival, the amount that you plan to serve and the price per serving. **To protect the festival against competing beverage sales, drinks must be pre-approved before being put on the application.** As mentioned before, we are creating a family friendly affordable atmosphere. Please take that into consideration when suggesting your pricing. The Festival has the right disallow sale of any item, should the price appear too high. Food item may be accepted if you work with the Festival to price item at a reasonable amount price point. You must also provide descriptions for all food items and be explicit whether or not they are made by you or pre-purchased. All food items must be made in a commercial kitchen.

## Booth Space, Display & Signage

Your booth, signage, displays and the way you present yourself and your product are an essential aspect of the “village or town” for the Festivals; therefore every effort should be made to fit into the theme. The Festival would like to eliminate prefabricated shade covers and easy-ups because they give the wrong impression and reflect a flea market mentality. They can be used if necessary, but modern features must be masked and hidden. Anything modern (i.e. metal tables, metal chairs, plastic building materials or fabrics) should not be used or at least should be appropriately camouflaged with period materials so they are not recognizable. All booths must comply with the rules set forth by local fire, building & safety and health regulations. All fabric must be flame-retardant and booths will be required to have at least a 1½ lb ABC fire extinguisher that has a current certification. No amplified music will be allowed in booths. All food booths will be subject to inspection by the Ventura County Environmental Health Division and must comply with all laws and regulations with regards to food service as well as paying any VCEHD fees.

You must submit a photo of your proposed booth and all displays/sign and equipment in your requested space. Make sure to put all needed specifications, such as size (including any guidelines or back space area), location, shade, utilities, etc. Booth must fit within the measurements requested on this application. Requests will be taken into consideration, but acceptance into the Festival does not guarantee that all requests can be accommodated. As utilities are quite limited, please plan on making other arrangements should you need them.

Signage should follow the theme of the event. Signs should be either painted or carved wood or made out of fabric. No vinyl signs. Colors should be appropriate to the period and not unnatural. Displays should also be

done in a fashion fit for the period. Wire racks are strongly discouraged, especially if they are uncovered.

### **Costuming & Workshops**

All Caterers and their booth workers are **REQUIRED** to wear appropriate historical costumed attire during Festival hours and in view of our patrons, and use appropriate language at all times. We are portraying a setting in time and the caterers and craftspeople are part of that world and should look and interact in that manner. There will probably be several workshops available prior to the Festival for caterers and their booth workers including Orientation, Costuming and Language and for those who cannot attend, we will provide worksheets detailing the needed information. No visible tattoos, facial piercings, unnatural hair color or smoking are allowed. All modern and “non-period” equipment and electronics (cell phones, tablets, coolers, sun glasses, etc.) must be out of sight and sound from the patrons and should only be taken out behind the scenes. Do not break the tone that the Festival is setting. Caterers are responsible for making certain that their workers follow all rules and guidelines regarding costuming and interaction. All merchants and booth workers will be required to go through costume check at the pass house before they receive their pass for the weekend. Workers who are doing food prep or working in kitchen areas, are not required to wear appropriate costumes when actively preparing food, but if they are serving customers or are out in the festival, they must wear approved costumes.

### **Camping**

There will be no camping allowed on the Festival site. Local campgrounds are available and hotel discounts are being arranged for Participant lodging. More details will become available when secured.

### **Pets**

No pets (other than pre-approved animals that are part of entertainment or activities) will be allowed at the Festival or on site during set-up, operation or teardown. This is a liability issue and will be strictly enforced. Please make for alternative arrangements or leave your pets at home.

### **Insurance**

Caterers shall maintain, at their sole expense, fire, liability, property damage and worker’s compensation insurance. Proof of insurance will be mandatory for all Caterers. Upon acceptance, Caterers will be required to submit insurance certificates with their official contracts. Required certificate holder and additionally insured information will be specifically listed on your contract. Certificates without the correct additionally insured language will be sent back to you, so please make sure your insurer has the correct information. Do not send a certificate if you have not been accepted to the Festival as a Caterer.

The required insurance information and minimums are as follows:

Insurance limits - \$1,000,000 per occurrence/incident

General Aggregate - \$2,000,000

### **Deadlines, Fees & Acceptance**

The application fee is \$30.00 per application and is non-refundable. If accepted as a caterer, the \$30.00 fee will be applied to your Registration Fee. Make checks payable to **The Nottingham Festival**. All applications must be postmarked by September 30, 2017. Applications must be completed in full to be considered for acceptance. Any applications postmarked after September 30, 2017 will be considered late and if accepted there will be a \$50.00 late fee added to the Booth Fees. If you submit a late application, it must be received by October 13, 2017 to be considered for the 2017 Festival. To reiterate, all application fees are non-refundable. No post-dated checks. Any returned checks will be charged a \$25 fee.

Once your application has been received and deemed fully completed, you will receive an e-mail or letter confirming it is being reviewed. All applicants will receive notice by e-mail or letter as soon as possible to confirm whether or not they have been accepted to participate in the Festival. Upon acceptance, you will receive a list of the food items that you have been approved to sell along with approved pricing. You **WILL NOT** be able to sell any items that are not on this list. You will receive this contract electronically. It must be signed and returned to confirm attendance. All booths will have a \$100.00 registration fee per booth that covers

administrative costs. Registration fee will be due with the contract. Registration fee is non-refundable. Booth fees will be a flat rate based on the frontage size of your booth space. This exact flat rate will be on your contract based on booth space request and requirements and any late fee. For Flat Fee information, please look please look below. All booth fees will be due with the Festival contract. All checks will be payable to **The Nottingham Festival**. Please note that Caterers will have additional fees that will cover utilities (if applicable), sink and trash, which will be denoted on your contract. Caterers will also be responsible for getting and paying for their own independent Health Department permit. Once accepted, information on attaining those permits will be available.

**All applications, contracts, fees, etc. should be sent to The Nottingham Festival, Attn: Marketplace, P.O. Box 777, Simi Valley, CA 93062. Any questions should be sent to Andrew Elkins at [andrew@nottinghamfestival.com](mailto:andrew@nottinghamfestival.com) and we will respond at our earliest convenience.**

The following are the Flat Fee breakdowns based on Frontage size space requests broken down by booths that have All Food Items price \$7.00 or Any Food Item that is over \$7.00. For any space request over 50 Foot Frontage, please contact us for pricing. Please make sure to include any additional space requests (i.e. space for guidelines, back area space) in your request.

**REGISTRATION FEE:**

The fee for registration is \$100.00 per booth. This is the fee whether the booth participates in the Nottingham Festival, Tumbleweed Township or both.

**ALL FOOD PRICES \$7.00 OR UNDER**

FRONTAGE SIZE	Nottingham	Tumbleweed	NF&TW
Cart/Wanderer	\$350	\$175	\$500
10 Foot Frontage	\$350	\$175	\$500
15 Foot Frontage	\$500	\$250	\$720
20 Foot Frontage	\$600	\$300	\$860
25 Foot Frontage	\$720	\$360	\$1030
30 Foot Frontage	\$850	\$425	\$1200
40 Foot Frontage	\$1100	\$550	\$1550
50 Foot Frontage	\$1300	\$650	\$1800

**IF ANY FOOD PRICE IS OVER \$7.00**

FRONTAGE SIZE	Nottingham	Tumbleweed	NF&TW
Cart/Wanderer	\$550	\$400	\$900
10 Foot Frontage	\$550	\$400	\$900
15 Foot Frontage	\$825	\$550	\$1300
20 Foot Frontage	\$1050	\$650	\$1600
25 Foot Frontage	\$1300	\$775	\$1950
30 Foot Frontage	\$1530	\$900	\$2280
40 Foot Frontage	\$1950	\$1150	\$2925
50 Foot Frontage	\$2400	\$1400	\$3600

**ESTIMATED ADDITIONAL COSTS (actual costs may vary)**

VCEHD Fees:      TTF1 Fee - \$116      TTF2 Fee - \$62  
 Trash: \$50 per weekend  
 Sink: Nottingham - \$200    Tumbleweed - \$125    Nottingham & Tumbleweed - \$300  
 Electric:      Nottingham - \$400    Tumbleweed - \$200    Nottingham & Tumbleweed - \$600