

Hudson Valley Mayfaire

Welcome to the Hudson Valley Mayfaire!

This is a promotional event to benefit the Queen's Galley, a 501 c 3 not for profit. The Queen's Galley addresses food insecurity issues bringing awareness, education, relief and prevention of food insecurity to families with children and seniors with special dietary needs. This festival will benefit the Galley in many ways. First off, there will be a financial benefit. Twenty percent of the net proceeds will be going to the Galley coffers directly. The remaining eighty percent will be used to promote and grow the faire in the coming years. Second, at the faire, we'll be featuring several local farms as part of the market, and offering education about these foods, the health benefits of the produce and other products they provide. Third, we'll be able to get the message of the Galley out in many different directions and increase awareness of food insecurity. Fourth we have an opportunity to honor young citizens under the age of 15 who have volunteered in their communities during the previous year.

We'll be in Ulster County, just outside of Kingston, NY. The timing of the event is the mid 1500's, with King Henry visiting Kingston upon the Thames. Henry will be visiting with his sixth wife, Katherine Parr. During his visit, Henry will have visitations from his previous wives with short vignettes during which he'll be put on trial for imagined or real offenses against the wives. These will be humorous, not entirely historical offenses (snoring, eating too loudly, etc). Other performers will include the Singing Gravedigger, Rick Nestler, Ded Bob, Paragon Jousting Company, the Barefoot Monkeys from Vassar College, Bob Lusk, a renaissance musician, and several performers from the New York Renaissance Faire. Depending on funds, we'll be adding several other acts as well.

This will be held on May 12, 13 and 14th. This is mother's day weekend and part of our promotion for this event will be treating Mom as Queen for the Day! As you can see we will be open on Friday. Friday will be a school day with hours from 9am-2:30pm. The hours for Saturday will be 10am to 6pm, with an extended pub sing until about 8pm. Sunday's hours will be 10am to 6pm. Vendors are not required to be open on the school day. We will ask that artisans opting to be available on Friday have their setup complete by Friday morning at 8am. Other crafters may load in and set up after 3pm on Friday until Saturday morning at 9am. Saturday, vendors, with the exception of prepared food vendors can close their shoppes at 6. Prepared food vendors need to stay open until 7:15. On Sunday, you may close your shoppe at 6pm, but vehicles will not be allowed on site until at least 6:30pm.

Every faire seems to have a little bit different method of calculating the fees they charge their merchants. We won't be an exception. We've decided on a tiered method of fees. We are still waiting on some information about our venue to determine the fees for electricity, water use, permits and insurance for prepared food vendors. For everyone else, the fee structure follows.

For crafters and artisans who personally manufacture their wares, we'll be asking \$1/square foot of tent/booth space. If you have a 10x10 tent, the fee is \$100.

For resellers, the fee is \$2/square foot of tent/booth space. If you have a 10x10 tent, the price is \$200.

If you carry a mixture of items, we'll ask you to estimate the percentages and pay accordingly. For instance, if you make half of the items you will be selling and you have a 10x10 tent, your fee will be \$150. ($1/2 * 100$ square feet = 50, $50 * 1 = 50$, $50 * 2 = 100$, $100 + 50 = 150$). If you have questions about the amount, don't be afraid to call me, shoot me an email (vendor@knightly.com) or just plain shoot me. Electricity will be limited to about 25% of the booth spaces and limited to a 10 amp service. The electric fee will be \$25. Water service is remarkably limited. Please let me know as soon as possible if you need water. The fee will be \$25. All faire participants will be issued photo ids. The cost prior to April 30th will be \$5 for each pass. After the 30th, they will be \$10. We will be inspecting all booths prior to opening to insure your placement in these tiers is correct. Any additional fees will be due upon inspection.

What are we doing with your money you may ask? Well, we'll be using 50% of your dollars for a local advertising campaign. This comprehensive campaign will include direct mail to Ulster, Dutchess, Orange, Rockland and Westchester counties. Next will be radio public service announcements on several local stations and many in each of the counties. Because of the not for profit nature of the Galley, most stations will provide these announcements for free, but we need to pay for good copy and entertaining execution of that copy. We'll also be working to provide as much exposure as possible with local newspapers, television and other events including the women's health expo and St Patrick's Day parade. The next 25% of your dollars will be going to help pay the performers. Many of them are performing at a significant discount, but still need to pay their bills. The final portion of your payment will help to cover our technical costs and site fee.

Dates that are vaguely important include:

Application deadline: March 31st

Fee deadline: April 15th

Packet mailing date: April 20th

ID picture email date: April 30th

Set up dates: May 11, 12

Tear down: May 14, 15

Business Information:

Name of Owner(s) _____ Name of Business _____

New York State Tax ID _____ Years in Business _____

Address _____

Type of Business (Clothing, pottery, armor, weapons) _____

Telephone numbers: Owner: _____, Business: _____, Cell: _____

Manager Name: _____, Manager Number _____

Email: _____, Website _____

Preferred method of contact: Email ____, Telephone ____, Mail, ____, Carrier Pigeon ____

Other Events you've participated in:

Name _____ Dates _____ Name _____ Dates _____

Name _____ Dates _____ Name _____ Dates _____

Name _____ Dates _____ Name _____ Dates _____

Name _____ Dates _____ Name _____ Dates _____

Wares:

We need to get a description from you about all the items you will be carrying when you visit with us. I don't need to know the sizes, or the colors, but I do need to know all the different types and the approximate price range for that item. I also need a picture of everything. I'll take an email with links to a web page for all the items (I won't be perusing your website to verify the items. You need to send me a link for each item). I'll also accept cd's or dvd's with the images. We will be a juried show. I will be going over everyone's list to make sure we have a good mix of items. There may be items that we ask you not to bring with you if there are too many of that type available. This will benefit most by giving everyone a good opportunity to sell their items without a glut, or abnormal amount of that item on display. There will be opportunities to appeal the decisions. If you feel the items cut are a crucial part of your sales effort, we will make exceptions.

If you are an artisan or crafter, I need a picture of you actually making one of the items. Really. We will be using these in two places. One is the jurying process and the other is the website. We want to show off the artisans and their wares on the website. We want the folks that see the website to seek you out at your booth, to communicate with you, to connect and to purchase from you. This picture does not need to be of you in period clothing.

Item listing:

Item	Price	Item	Price
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Don't be afraid to attach additional lists or a catalog.

Display/Tent/Booth/Cart:

We would prefer a period tent or cart, but for the first season, we'll permit EZ-Up style tents. We would ask that you cover as much of the exposed framework with a natural fabric and do as much as practical to decorate the booth with pennants, flags, banners or floral decorations. We do ask that you have a banner or display item available for the daily parade. If you have a picture, please put it in with your application. We also need pictures (preferably emailed or on cd-rom) of you and your shop workers for the passes. Please make these a good medium resolution or higher.

Insurance Requirements:

Insurance of \$1,000,000 showing The Queen's Galley and the venue as additional insured is required prior to setting up. We'll have more exact information for your insurance carrier prior to April 15th.

All vendor fees are refundable according to the following schedule: Prior to March 31st, 100% refundable. From April 1st until April 15th, 50%. After April 15th until April 30th, 25%. After May 1st, the fees are non refundable.

Fees may be paid by check made to Queens Galley, by paypal

(paypal@queensgalley.org), or by credit card

MC ___ Visa ___ Disc ___ Amex ___

Amount to be paid _____

Expiration Date _____

I agree to pay the above amount according to the cardholder agreement.

Our contact information:

Website, www.queensgalley.org, www.kingstonrenfair.com

Email, vendor@knightly.com or Jay@knightly.com

Telephone, 845-331-0567 or 845-901-0340

Physical and mailing address, The Queen's Galley c/o Knightly Endeavors, 319 Wall Street, Kingston, NY 12401.

Please Note: In order to maintain the Tudor/Renaissance educational theme of our Faire, we ask that you limit the décor and merchandise offered in your booth to items that would support our theme. The Queens Galley retains the exclusive right to sell the following items, which may not be displayed or sold by vendors: Any item bearing the Hudson Valley Mayfaire name(s), logo(s), stage, or character names. Pictures, slides, and any merchandise/examples of work cannot be returned. Items not approved by the committee may not be displayed or sold – no exceptions. You will be notified in this event.

Your check, money order, or credit card must accompany this form to reserve space. Applications will not be considered unless accompanied by payment. If the Committee does not accept your application, the fee will be returned. A \$30.00 handling fee will be assessed on all returned checks.

Standards and Conditions:

The above Vendor, and each individual employee thereof, agrees to abide by the Standards and Conditions as published by Queen's Galley, and acknowledges that a violation thereof may void any contract with the Queen's Galley. Any vendor who does not comply with these rules may be removed from the fair and barred from future participation. All decisions of The Queens Galley, its Board of Directors, the Vendor Committee, and any agents acting on their behalf are final. Said Standards and Conditions are incorporated herein and made a part hereof.

General

The event will be held rain or shine.

The Queens Galley is not responsible for lost, stolen or damaged property.

The Faire reserves the right to prohibit any product, print media, etc. that has not been pre-approved for exhibit.

Please remember that every participant in the Faire REPRESENTS the Faire to the public and to any media. Please conduct yourself in an appropriate business manner at all times. Rudeness to patrons or other participants will not be tolerated. Please bring ANY problems directly to Faire organizers so an equitable solution can be found. Participants are expected to conduct themselves in manner consistent with responsible business practices and represent The Faire in a positive manner. Be courteous and polite to everyone.

Participants may not consume alcohol during faire hours at your booth or any other faire site.

No pets.

Illegal drugs are not permitted and will be cause for immediate removal from the site and possible referral to local authorities.

Check-In

Merchants and Entertainers must check in at the designated times and no later than 9:00 PM on Friday, unless previously arranged by the Queen's Galley management.

All vendors must check in before set up to pick up their booth assignments and applicable vendor information.

Vendor packets with specific check-in procedures will be mailed in late April to accepted vendors.