



*Rules of  
the Realm  
Participant  
Handbook*

Revised Date: August 4, 2017

These rules and policies are part of your contract. Violations of any of these rules or policies may be grounds for fines or immediate cancellation of contract. It is your responsibility to make sure that each of your employees have read and understand the *Rules of the Realm*. With your and your workers' cooperation, we shall all have a successful season.

**When You Arrive:** It is recommended that you arrive on-site a minimum of 24 hours prior to opening day. Immediately upon arrival to the site you and your staff must check-in at the Field Office to obtain Photo IDs, vendor check-in packets, camping passes, etc.

**Insurance:** Each shop owner must have his/her own policy as the festival no longer offers a rider option. It is your responsibility to make sure your insurance company has sent your certificate of insurance to the festival office. You may not check-in or do business until the festival office has received a copy of your certificate of insurance. It is advised to carry a copy of your insurance form with you during check-in. Each shop owner must insure his/her shop for the following amounts: Comprehensive general liability for \$1,000,000 each occurrence plus general aggregate insurance.

**Ohio Transient Vendor License:** Each shop owner is responsible for obtaining an Ohio Transient Vendor License prior to doing business. Whether or not you are a resident of Ohio, you must have a sales tax number and are responsible for payment of Ohio Sales Tax. Allow 6 to 8 weeks to receive your license after application. No renewal is necessary. The fee is \$25.00. Call 1-888-405-4039 for application form. Sales and Use Tax Permits must be tactfully displayed in shop areas.

**Compliance:** Each participant will operate in compliance with all laws, rules, and regulations of the State of Ohio, Warren County, the Village of Harveysburg and any and all governmental agencies having jurisdiction.

**Newsletter:** Each week you will receive a newsletter. This will keep you up-to-date on any important information. The newsletter is available each Friday in the festival office or will be distributed Saturday mornings. During the off-season, the newsletter is e-mailed or sent regular mail to those vendors who do not supply an e-mail address. Make sure your contact information is correct on your Lease to insure you receive communication in the off-season. Be sure to join the "Ohio

Renaissance Festival Official Artisans” Group on Facebook for updates and info.

**Photo IDs:** Each participant must carry a festival issued Photo ID with them at all times. Photo IDs must be presented at the participant entrance in order to enter the festival grounds. Each shop is allotted a designated number of passes based upon leased front footage. Additional Photo IDs above the limit set for your booth size will be \$25.00. If your personnel changes, the passes for terminated employees must be returned before any replacement passes will be issued. In the event that a terminated employee’s pass cannot be returned, you must notify the festival office immediately. If any Photo ID is lost, a \$25 replacement fee will be charged. **If you forget your pass, Security at the participant entrance must verify that you have a valid Photo ID on file and you will be charged \$5.00 to enter.** Participant passes are not valid for admission at the festival’s public entrance.

Owner OR Manager	1
Demonstrating Vendor	1
20’	3
30’	4
40’	5
50’	6
60’	7
70’	8

**Temporary Day Pass:** In the event you need to hire an employee for one day, the booth owner or manager must come to the festival office to purchase a \$5.00 one-day pass and fill out the appropriate form. Temporary passes will be issued at the participant gate upon verification.

***Any person found with a forged or altered Photo ID or Temporary One-day Pass or on festival grounds after hours without a camping sticker will be subject to immediate removal from the festival grounds. Security will patrol the site and will ask to see Photo IDs.***

**Parking:** Only one on-site pass per booth will be issued and will be included in your vendor check-in packet. Only parking behind your shop in a manner that will not block any gate or road, or be visible from the site in any direction is permitted. If you cannot park behind your shop you will need to park in the vendor parking lot.

The festival has two parking lots – a vendor parking lot and a participant lot. The vendor parking lot is for vendors who cannot park behind their shop. A parking pass is required to park in the vendor parking lot. A parking pass is not required to park in the participant lot. All vehicles must be out of the participant lot by 9:30pm. Refrain from drinking alcohol in the parking lots.

If your on-site vehicle must leave early, that vehicle must park in the participant lot as there is no traffic allowed in or out between 10:00am and 6:30pm. No drop-offs are permitted on festival days.

***Vehicles with a forged parking pass, no parking pass, or are improperly parked will be fined \$50.00, the vehicle subject to towing at owner's expense, and the shop will lose its on-site parking privileges during festival hours.***

**Fire Extinguishers & Smoke Detectors:** All shops are required to meet applicable fire laws. Each shop must have at least one (1) fire extinguisher rated 2A 10 BC. You must have a receipt showing the purchase or an inspection certificate dated within the last year. Extinguishers must be hung a minimum of 18" above the floor and a maximum of 5'. The Fire Marshall will inspect every shop and it is imperative that you have a legal fire extinguisher. The festival will offer on-site fire extinguisher inspections through Mega City (Date to be announced each season). Any shop without a certified fire extinguisher will be fined \$25.00.

**Camping: *No one living within a 60-mile radius and Columbus may camp on-site.*** No minors will be permitted in the campsite unless registered camping with a parent or legal guardian. If you plan to stay on-site you must obtain a camping pass and a copy

of the camping rules. Camping locations will be assigned. Do not set up a campsite before checking in.

In respect of others and in support of the goodwill between participants, it is important that we all observe the camp curfews on Friday, Saturday, and Sunday nights. Quiet time begins at 11:00pm, after which time voices, music, and all other sounds should be too soft to be heard by your neighbors. Lights out is at midnight, after which no lights should be bright enough to disturb your neighbors. Please be considerate of your fellow participants who are trying to rest. Failure to observe quiet time and lights out will result in loss of camping privileges and/or fines.

Camping Fees are as follows:

+Designated RV Section, \$600 (***\$1,000 in 2018***)

+Primitive Campground (no electric) \$100

+Friday – Sunday Camping in Primitive Campground (no electric)  
\$50

++NOTE: Primitive Camp Ground is for tent camping only. No Vehicles or Campers will be allowed in this area. Small Campers without electricity, can be parked in the Participant lot along the fence. See Office with location question.

**Driving on the Site:** The speed limit on the dusty service road behind the shops is **5 mph**. If you do not keep your speed down, fines will be implemented for the abusers, and their on-site pass revoked. You must have permission and an on-site parking pass to drive on the festival site.

Do not drive on the grass! Anyone driving on the grass will be fined \$50.00. Use the closest entrance to your interior booth. If it has rained, no one may drive on the site. Check with the Office before you proceed.

**Alcohol / Drugs / Tobacco:** Illegal drugs are prohibited from festival grounds at all times. Participants may not drink alcohol during festival hours. Participants may not smoke while in costume in their shop area. Smoking is only permitted in

designated areas, backstage and out of the view of customers. Violators can be fined \$50.00, removed from the festival grounds, and / or face criminal charges.

**Pets:** Please follow the rules to keep the privilege of allowing pets on-site to continue. We prefer you to leave your pets at home. Some dogs and their owners have forced us to make a strict dog policy. We will no longer tolerate attacks, excessive barking, and the nuisance of dog excrement anywhere on the festival grounds (This includes parking lots). Written proof of current vaccinations (rabies, distemper, and parvovirus) must be provided at check-in. Any one who brings a pet must register the pet and pay a \$25.00 fee per pet. In the event that a pet is found on the grounds without notification or records on file there will be a \$25.00 fine. Dogs must be leashed at all times, and must be neither seen nor heard during the festival hours of operation and kept at a minimum at other times.

**Children:** The festival welcomes well-behaved, clean, fully costumed children who add to the ambiance of the village. Remember that you are responsible for the behavior of your children. They are not to beg, panhandle, or sell any product in the streets. They are not to climb on the entrance, stages, maze or other property belonging to the festival or others. They are not to play in the creek, any ponds, throw stones or in any way disrupt business. They need to be an example for the children that come to the festival and not a source of problems. Well-behaved children over 10 years old are welcome to join the parade. Children are required to have a photo ID.

**Garbage Disposal:** Participants are responsible for the collection and disposal of their own garbage. Please keep the front and back of your camping and shop areas clean at all times. All household garbage must be put in plastic bags then tied at the top and put in the dumpsters provided. The dumpsters are located behind the food areas. Only fill one dumpster at a time. Signs will be posted and must be followed.

Cardboard & Wood must be kept separate from trash

- **Cardboard Dumpster** – located behind Dungeon – cardboard must be broken down
- **Wood Scraps Dumpster** – located near back gate Security

**Privies:** There are backstage privies facing the service road around the site. You are more than welcome to order a private privy as long as it is not visible from the festival site. Private privies may not be placed behind booths located on the inner circle. Contact Portakleen at 1-800-972-3800.

**Showers:** There are four showers located behind the garage by the festival office. No “please” about it – you are expected to keep them clean!

**Benches & Trash Cans:** Benches and trash cans are strictly for the use of festival patrons. Please do not move any benches or trash cans from one area to another, especially behind or into shops.

**Stages:** All performance stages are off limits. Due to past damage done to stages, a \$100.00 fine will be issued to any offenders. Please refrain from leaving any trash or glass in or around the stages.

**Deliveries:** Freight deliveries must be received by shop personnel. If no one is present to receive freight deliveries, the driver will be turned away. This includes construction and other materials. The festival will no longer accept freight deliveries at the garage.

To retrieve deliveries from the garage, you must check out the key from the festival office Monday – Friday between 9:00am and 4:30pm and return the key when finished.

ORF has a physical address and a Post Office box address. Use the physical address for UPS, Fed Ex or other ground freight delivery companies. *Mail can be sent to either address.*



**PO Box Address:**

Name/Shop Name  
c/o Renaissance Park  
PO Box 68  
Harveysburg, OH 45032-0068

**Physical Address:**

Name/Shop Name and #  
c/o Ohio Renaissance Festival  
317 Brimstone Road  
Wilmington, OH 45177

COD's will be accepted only if you leave exact payment in the office. Participant mail and parcels will be placed in the garage behind the office by the message board. It is your responsibility to check for mail and messages. The festival will not accept responsibility for lost mail or deliveries you are not around to accept. Make sure that you put in a change of address at the Post Office at the end of the show.

**Queen's Treasury:** The festival offers the convenience of five ATMs on-site. Three are located in Market Square in front of main Souvenir Booth, one is located in the games area, and one is located by the Pleasant Peasant. Major credit cards and debit cards may be used at these machines.

**Hours of Operation:** The Ohio Renaissance Festival is held every Saturday, Sunday and Labor Day Monday for nine weekends beginning Labor Day weekend and continuing through October. The festival will be open for business from 10:30am to 6:00pm, rain or shine. Additional dates and business hours, Education Day(s) for example, will be determined on a year to year basis. All participants, shops, and attractions will be available to the public for the entire festival operation day, including Education Day, without regard to the state of the weather.

**Rain:** Expect to be open rain or shine. Adverse weather conditions should not interfere with the merchandising and costuming of participants. Business should be conducted as usual during inclement weather. The festival reserves the right to close in the event of extreme, unsafe conditions. No tarps, plastic, or

shop closures are permissible unless you have the direct word from festival management.

**Festival Site Gates:** The gates that directly adjoin the site will be closed promptly at 10:00am each morning and will be reopened by site crew after the official closing.

**Security and Emergencies:** Festival security personnel are directed by the Harveysburg Police Department. Be alert and aware of anything that needs to be handled by the security staff. Keep personal valuables on your person or under lock and key. There will be security personnel patrolling the site during the show. Food and souvenir shops are linked to security and medical services through a radio system. First Aid is located on top of the hill by the Pleasant Peasant (formerly the New World Knoll).

**Lost & Found:** Lost and found is located at the souvenir booth near the front gate. Items should be immediately taken to Lost & Found. If you cannot leave your shop, ask a security officer or member of festival management to take the item(s) to Lost & Found for you. After each weekend all articles are transferred to the festival office.

**Business Commitment:** Due to several customer complaints regarding not receiving goods paid for in a timely manner, the festival reserves the right to review and cancel the lease of any shop owner who does not abide by good business procedures. Poor treatment of your customers reflects on the entire festival and will not be tolerated. You must guarantee your product to be satisfactory to the customer. Complaints concerning products and/or misrepresentation of products will result in the removal of that product and review of and possible cancellation of your lease.

**Behavior and Appearance:** Yes, the Renaissance does call for more “open” behavior but we will not allow anyone to offend the patrons of the festival. Obscene, lewd, or indecent behavior is not acceptable. The festival is a family-oriented show and

management expects you to use good judgment. Sexual harassment will be prosecuted.

**Costuming:** Every person who has been issued a Photo ID must be in appropriate costume from 10:00am to 6:00pm on regular festival days, and from 8:30am to 2:30pm on Student Day(s). This includes shoes and headgear. Inappropriate or indecent costuming will not be tolerated. *Costume and Dialect Guidelines* are provided. Hair dyed unnatural colors must be completely covered by a hat. No visible tattoos are permitted. Likewise, no visible body piercings are permitted other than pierced ears. This includes tongue, nose, eye or other facial piercing. Refer to the *Costume and Dialect Guidelines* for more specifics.

**Weapons:** No weapons sales to minors at anytime. Check ID! This will be strictly enforced. All weapons must be wrapped or sheathed and peace-tied before leaving a shop. This includes bullwhips.

**Authenticity:** Craft items must be in keeping with the 16<sup>th</sup> Century theme. Blatant anachronistic subject matter of products is not acceptable. No modern vehicles, airplanes, bicycles, etc. No items with modern themes or items made from commercial molds or kits. All items offered for sale must be handcrafted and approved in writing on the lease agreement.

**Jury:** All items offered for sale must be juried. Selling non-juried items will result in cancellation of your lease. Vendors who wish to add new items to their inventory must submit photos with pricing to the jury for approval before adding any items to your sales inventory. No new items can be juried after July 15<sup>th</sup>. This rule applies to Student Day(s) as well, so if you wish to sell something different on this particular day, photos of the items must be submitted, approved, and added to your shop file.

**Telephones in Shops:** You must have your phone service active by Monday 8/21/17 and a \$75 fee paid to the festival office. To order phone service call 1-800-786-6272. The service address is 317 Brimstone Road, Wilmington, OH 45177. After you have your

service ordered, call the festival office and provide your booth name/number, contact information, and the phone number you are getting. Hook Up Day will be 8/23/17.

\*If you request phone service in an area that currently does not have phone line access, additional fee will occur based on distance needed to run new lines.

**Packaging:** Purchases are to either be wrapped in plain paper, paper or plastic bags, or generic “Thank You” bags.

**Selling Space:** Selling space is the vendor’s only sales area. No merchandise may be displayed in the path in front of the artisan’s shop. No mobile sales without the written permission of festival management. No auctioning or raffling off of items. No subletting of any part of leased space without the written permission of festival management.

**Sales Area:** Any area visible to the customer must be in keeping with the 16<sup>th</sup> Century theme. Use displays that have no modern material. Cover any area behind the counter that can be seen. No Rubbermaid items, soda cans, plastic flowers, modern manikins, or modern items should be visible or used. Shop lighting should be minimally concealed and no display case lighting is permitted. Fixtures are not to be obvious or seen from outside the booth except period style fixtures as part of a product. No heaters, open flames, torches, etc. are allowed in shops. Your staff should also not eat at/in the sales area or counter.

**Shop Appearance and Maintenance:** It is your responsibility to maintain structure and appearance of your shop. Festival management will do periodic inspections of shops and you will receive notification of any repairs or upgrades that need to be done. Failure to comply can terminate your lease.

- Every shop is required to have a well-maintained garden. Fake flowers are not an alternative.
- Every shop is required to have approved signage of booth name and number.

- Starting in 2018 – each booth is required to have a double-sided hanging perpendicular to the road. Size must be approved by Crafts Coordinator.
- No construction during the festival operating period unless the work can be 100% completed prior to the next festival day. No construction will be performed without the approval of festival management.
- The back and sides of shops must be kept clean and orderly.

**Parade Participation:** Each shop must have a representative in an appropriate costume to carry the shop's banner in the parade. If you or your shop's representative is found (by any member of festival management) not in appropriate costume you/they will be removed from the parade formation. Removal from the parade formation will result in a \$25.00 fine for the shop's owner. In addition, any shop not represented in the parade will be fined \$25.00 per day.

**Printed Material:** Distribution of pamphlets, brochures, or other printed matter shall be restricted to the Renaissance period and subject to approval by festival management.

**Festival Pounds:** The festival has printed pound notes which will be sold through the Group Sales Program for wedding parties, companies, and other groups. These notes are only valid for the purchase of food and beverages. Do not accept festival pounds as the festival will not redeem the pounds for cash.

**Customer Re-entry:** Customers are not allowed to enter the gate on a Driver's License or State issued ID to pick-up previously purchased products. You must either purchase a discount ticket for them or arrange for pick-up during the week. All shop owners are encouraged to close your sale, including delivery of product, on the day of purchase.

**Visitors:** No participant may allow any non-participant to enter the festival site during event hours except by means of a ticket admitted through the front gate. At no time on an event day is a

participant to allow a non-participant access to backstage areas. On event days all non-participants are required to leave the festival grounds at the close of the event. Visit with non-participants off property. Prior approval by festival management is required for any one to be allowed access to the festival grounds for any reason.

**Discount Tickets:** Discount tickets may be purchased on the festival's web site, [www.renfestival.com](http://www.renfestival.com), or in the festival office.

**Student Day(s):** Every shop is expected to be open and manned with polite people who will represent the festival in a positive manner. No weapons will be displayed or sold to anyone on student days. Any shop in violation of this policy will be closed and his/her lease terminated. Booths that are 100% weaponry are to be closed on Student Day(s). These booths will be notified in writing by the Crafts Coordinator.

**Lease Renewal:** Leases will be issued by the 6<sup>th</sup> weekend of the festival and are due paid in full on or before October 29, 2017. Cash or Credit lease payments need to be made at the Festival Office. Anyone who does not renew his/her lease will be considered "not returning". Late fees will be assessed and you will risk forfeiting ownership of your booth.

**Tents and Temporary Structures:** New vendors will be allowed to participate in an assigned temporary location for a period of three (3) years. After the third year, the vendor must buy or build a shop in order to continue participation. The Crafts Coordinator has a list of shops available for sale or rent.

Tents are to be of pavilion style with no metal poles exposed. No pop-ups or plastic tarps. Mobile vending areas must meet festival design specifications. Your space with a temporary setup will be designated by the festival and can be changed at any time festival management deems necessary.

**Repairs and Renovations:** Festival management must approve any repairs or renovations, including painting and new construction in advance. A construction manual is provided as a reference for your building project. A festival approved builder must perform the work. The Site Manager's approval is required before any excavation or construction starts. No new construction is to begin after July 1<sup>st</sup>. All work must be completed two weeks prior to opening.

**New Construction:** Only approved individuals who have a current lease are allowed to build and operate a shop. A written proposal to build must be submitted to the Crafts Coordinator. This proposal must include: building design (elevations and floor plan), builder information, paint samples, material list, and construction schedule. These plans will be reviewed internally and upon our approval of the design concept, you will need to submit a set of **(2) stamped, Architectural Drawings to the Village of Harveysburg Building Inspector. (This step is new in 2017).** This process could take 4-6 weeks for approval.

Once the Inspector gives the permit approval, you will need to provide a copy to the Site Manager. The Site Manager will then give you approval to begin excavation or construction. The Village Building Inspector may require additional inspections through the building process. We have no control over the requirements of the Village. No construction is to begin after July 1<sup>st</sup>. An approved builder must perform the work. A construction manual is provided as a reference for your building project.

**Building Teardown:** Occasionally, a shop will be designated as a "tear-down" by festival management. This occurs when the building has not been adequately maintained or has simply outlived its usefulness. Anyone owning a shop identified for teardown must notify festival management by the end of the festival of their intentions to rebuild. Plans for the new shop must be submitted by November 1<sup>st</sup> of that year. Failure to submit these plans will result in the shop being classified as abandoned. Shop owners will have until November 1<sup>st</sup> to remove any and all merchandise, furniture, and fixtures from their shop. After that time the shop and all of its contents will become the property of

the festival and the shop owner waives all rights to any claim for damages against the festival.

**Sale:** Any shop owner wishing to sell his/her shop must follow the *Sale/Rental of Shops Policy & Procedure* guidelines available in the festival office.

**Forced Sale:** If a vendor's lease is not renewed, he/she must sell their shop according to the *Sale/Rental of Shops Policy & Procedure* guidelines. Failure to sell the shop will result in the shop being considered abandoned.

**Rental:** Any vendor wishing to rent his/her shop must follow the *Sale/Rental of Shops Policy & Procedure* guidelines. Only approved individuals who have signed their lease agreement and paid all fees are allowed to rent a shop. Rental is limited for one year only. After that, the shop must be sold or occupied by the owner.

**Abandonment:** Any shop, game, ride, or attraction that is not represented by a signed contract with the festival by November 1<sup>st</sup>, following the festival, shall be considered abandoned. Other types of abandonment include: failure to sell the shop within the time allotted and failure to operate the shop during the festival season. When a shop is declared abandoned the vendor will be given written or oral notice of abandonment. Vendor shall have five days from the date of receipt of such notice to remove all inventory, equipment, machinery, and personal items from the site. The festival may then operate the shop, contract with another vendor to operate the shop, cover it and leave it without operation, demolish and remove it, or otherwise determine its use or disposition.

**Off-Season Entry to Festival Grounds:** The festival site is closed from November through the end of March for Winter. If you need to enter the site during this time period, you must call the festival office to obtain permission and make arrangements for entry.



- There will be black-out dates throughout the off-season for other events. If you plan to be on-site, please check with Festival Office for other event dates.

**Ownership of Film:** The festival reserves all rights of ownership to any and all photographs, film, video footage or other promotional material that is originated upon the festival grounds or by the festival. Participation in the festival confirms that Brimstone & Fire, LLC dba Ohio Renaissance Festival has permission to use any and all such materials for any commercial or promotional project or any other reasonable use, as determined by Brimstone & Fire, LLC dba Ohio Renaissance Festival.

## **BUILDING SUPPLIERS**

Waynesville Lumber  
39 New Burlington Rd  
Waynesville, OH 45068

Clarksville Sawmill & Lumber  
(Rough Cut Lumber)  
400 West Main  
Clarksville, OH 45113  
937-289-3381

Lowe's – Wilmington  
1175 Rombach Ave  
Wilmington, OH 45177  
937-383-7000

Lowe's – Centerville  
6300 Wilmington Pk  
Centerville, OH 45459  
937-848-5600

Home Depot – Lebanon  
1889 Deerfield Rd  
Lebanon, OH 45036  
(513) 228-0170

## **CAMPGROUNDS**

Caesar's Creek State Park  
9000 Center Road  
Wilmington, OH 45177  
Reservations:866-644-6727  
Campground Office:937-488-4595  
[www.dnr.state.oh.us](http://www.dnr.state.oh.us)

Olive Branch Campground  
6985 Wilmington Rd  
Oregonia, OH 45054  
513-932-2267  
[www.olivebranchcampgroundllc.com](http://www.olivebranchcampgroundllc.com)

Frontier Campground  
9580 Collett Rd  
Waynesville, OH 45068  
937-488-1127  
[www.frontiercamping.com](http://www.frontiercamping.com)

Lebanon/Cincinnati KOA  
760 Franklin Rd  
Lebanon, OH 45036  
513-932-7717  
[www.koa.com/campgrounds/cincinnati](http://www.koa.com/campgrounds/cincinnati)

Pine Cove  
764 Osborn Rd  
Wilmington, OH 45177  
937-382-0806  
[www.pinecovecampground.com](http://www.pinecovecampground.com)

Beechwood Acres  
855 Yankee Rd  
Wilmington, OH 45177  
937-289-2202  
[www.beechwoodacres.com](http://www.beechwoodacres.com)