



PENNSYLVANIA RENAISSANCE FAIRE & FESTIVALS

MERCHANT HANDBOOK

The policies and procedures in this document are intended for participating MERCHANTS of the Pennsylvania Renaissance Faire and Festivals. No policy is intended as a guarantee of a MERCHANT'S right to continue participation in the Faire or Festival(s). No permanent Agreement nor Agreement for any term is intended nor can be implied in any statement in this handbook.

COMMITMENT TO OUR MISSION STATEMENT

*"Building interactive, magical environments that create unique
and entertaining experiences for every guest, every time."*

The PRF Merchant Community is one of the most important aspects of re-creating a working 16th century village at Mt Hope Estate. You and your employees are vital in meeting our mission statement and we challenge you to be creative.

A visit to the Pennsylvania Renaissance Faire is a day for our patrons to escape their high-tech world and travel back in time to Merrie Olde England to join lords and ladies, pirates and puppeteers, minstrels and troubadours in festive celebration of Queen Elizabeth's annual visit to the shire of Mt. Hope.

The Pennsylvania Renaissance Faire Handbook, along with the Policies and Procedures included herein, is a guide to our operational policies. This handbook's purpose is to summarize or highlight current policies and practices for MERCHANTS. All policies are subject to change.

All questions concerning any section of this GUEST MERCHANT HANDBOOK or any other Agreement or Document relating to the FAIRE or FESTIVALS and the MERCHANT should be directed to the MERCHANT COORDINATOR.

Rachel Harrison - Operations Manager and Merchant Coordinator
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POLICIES AND PROCEDURES OF THE PENNSYLVANIA RENAISSANCE FAIRE AND ITS FESTIVALS

PRF Vendors t/a PENNSYLVANIA RENAISSANCE FAIRE reserves the right, at its sole discretion, to dismiss any GUEST MERCHANT for dangerous, inappropriate, or unbecoming conduct that PRF Vendors believes is inconsistent with the goals and objectives of the Pennsylvania Renaissance Faire as an entertainment event of the highest professional caliber.

PLEASE RETAIN THIS DOCUMENT FOR YOUR RECORDS

Guest Merchant Setup and Breakdown:

- Please contact Merchant Coordinator, Rachel Harrison at least one week prior to your participation weekend at r.harrison@parenfaire.com to arrange your check-in/set-up time.
- **THERE WILL BE NO CHECK-IN/SET-UP SATURDAY MORNINGS UNLESS PRE-APPROVED BY the Merchant Coordinator.**
- **Guest Merchants are required to be on grounds and set-up ready to open at 10:30AM** each festival day.
- **Day-of event Guest Merchant LOADING SCHEDULE:**
You may drive onto the grounds directly to your exhibit until one hour prior to the festival start time. ALL VEHICLES must be off grounds by 10:00am. Drive-in gates will be locked, and you must enter the grounds on foot.
- PRF VENDORS cannot provide carts, hand trucks, or manpower to assist you to or from your exhibit.
- Guest Merchants may break down their booths Sunday night, Monday or Tuesday after their final participating weekend.
- Guest Merchants do not need to break down their booths between participating weekends **unless** the weekends fall on both sides of School Days (see below) and they do not plan on participating in School Days events.
- Guest Merchants participating during the month of October over the scheduled weekday School Days (September 30-October 1, 2026) must either break down their booth or participate in the School Days.
- Guest Merchants do not need to contact the Merchant Coordinator for break down scheduling as the gates will be open Sunday night, Monday and Tuesday.
- Due to the length of the PENNSYLVANIA RENAISSANCE FAIRE's performance schedule on Saturday and Sunday, all vendors will be allowed to exit at the conclusion of performances at the Main Stage.
- GUEST MERCHANTS will NOT be allowed to drive onto the grounds prior to the conclusion of the final performance until PENNSYLVANIA RENAISSANCE FAIRE Staff deem it safe for GUEST MERCHANTS to enter. **THIS COULD BE AS LATE AT 9:00pm**

**ALL MERCHANT VEHICLES MUST ENTER VIA THE JOUST GATE AND EXIT VIA THE FIRST AIDE GATE .
DEVIATION FROM THIS TRAFFIC PATTERN IS UNSAFE AND COULD RESULT IN TERMINATION OF
GUEST MERCHANT PRIVILAGES.**

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Passes - Individual and Complimentary:

- All GUEST MERCHANTS will receive four (4) participant passes for the sole use of employees.
- All GUEST MERCHANTS and their employees are required to display their individual passes upon request. The individual pass should be kept on one's person at all times when on the grounds of the Faire.
- All FAIRE GUEST MERCHANTS will receive a one-time allotment of two (2) Complimentary Passes for friends and family to attend the Pennsylvania Renaissance Faire.

Camping On-Site:

- Camping is not available on-site for GUEST MERCHANTS. There are several independent campgrounds in the area.

Pets:

- As a rule, pets are not permitted on the grounds of the PENNSYLVANIA RENAISSANCE FAIRE. Service Animals are always welcome and must wear their service vest/harness and be on a lead at all times. A copy of the Service Animal's certificate and up to date veterinary records must be on file and should be provided to the MERCHANT COORDINATOR before the animal is brought on-site.

Alcohol Consumption/Illegal Substances/Smoking/Vaping:

- The consumption of any alcoholic beverage by any GUEST MERCHANT AND THEIR EMPLOYEES prior to or during a PENNSYLVANIA RENAISSANCE FAIRE OR FESTIVAL DAY is strictly prohibited.
- The legal age for consumption of alcoholic beverages in the Commonwealth of Pennsylvania is 21 years of age and anyone under legal age who consumes alcoholic beverages on Mt. Hope Estate property at any time will immediately lose all FAIRE/FESTIVAL privileges.
- Anyone supplying alcoholic beverages to any underage person shall likewise immediately lose all PENNSYLVANIA RENAISSANCE FAIRE privileges.
- The use/possession of an illegal substance on Mt Hope Estate property by anyone at any time is strictly prohibited.
- Any violation of this policy will not only result in the automatic termination of the violator's privileges to participate in the PENNSYLVANIA RENAISSANCE FAIRE, notice of the violation will be promptly reported to the proper legal authorities.
- No smoking or vaping will be permitted in any enclosed area at any time. Smoking is only permitted in one (1) designated area on Festival Days. This area is located outside the PARTICIPANT ENTRANCE/EXIT Pedestrian Gate by the Joust Field.

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Minors

- MERCHANT agrees that all minors under 16 years of age for whom MERCHANT is responsible shall be supervised by a responsible adult while on the Faire Grounds and Mt. Hope Estate property.

Violence/ Sexual Harassment Policy:

PRF VENDORS, and the FAIRE and its FESTIVALS will not tolerate any form of violence or sexual harassment committed by or against any GUEST MERCHANT, Merchant, Staff Member, Patron, Guest or Employee nor any other visitor to the FAIRE Grounds. In the event that harassment occurs, an internal investigation may occur, conducted by the Faire or its Security force. These acts may result in immediate removal or termination of the party or parties.

After Hours Policy:

- The Mount Hope Estate grounds are private property and are absolutely closed to the public except during posted hours. There are to be no unauthorized persons on the PENNSYLVANIA RENAISSANCE FAIRE grounds after-hours.
- Guest Merchants ARE NOT permitted on-site after 10:00pm nor before 7:00am.
- There are to be no unauthorized Guest Merchant-sponsored gatherings or parties of any sort on the PENNSYLVANIA RENAISSANCE FAIRE Grounds.
- Open fires are not permitted by order of the Fire Marshall.

Change and Check Cashing Policy:

- All GUEST MERCHANTS must come prepared with sufficient cash and change banks. PRF VENDORS does not carry extra change and will decline all requests to make change.
- PRF VENDORS policy is to never cash personal or third-party checks for any person at any time.

Coin of the Realm/King's Mint:

- Acceptance of Coin of the Realm is encouraged for consistency among merchants. Permanent Merchants are required to take Coin of the Realm. Guest Merchants are encouraged to do the same.
- Contact the MERCHANT COORDINATOR to turn your coin in for check or cash at the end of your participating weekend.

Trash, Debris and Rubbish:

- The PENNSYLVANIA RENAISSANCE FAIRE utilizes a park-wide recycling policy. All trash must be separated by commingled trash, cardboard, and food and wet waste.

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- The PENNSYLVANIA RENAISSANCE FAIRE will provide trash pick-up on the performance evenings. All trash must be suitably bagged and placed next to regular PENNSYLVANIA RENAISSANCE FAIRE trash receptacles.
- Any trash from a GUEST MERCHANT's normal operations accumulated PRIOR TO the PENNSYLVANIA RENAISSANCE FAIRE OR A FESTIVAL OPERATIONAL DAY is the responsibility of the GUEST MERCHANT to remove, take directly to and neatly place in the compactor as supplied, or into commingled trash receptacles.

Vehicle Weight Restrictions:

- GUEST MERCHANT vehicle 16 feet in length or greater and/or with more than one rear axle are not permitted the Faire Grounds. If you have further questions, please contact the MERCHANT COORDINATOR.

Weapons and Period Weaponry:

- All weapons, including those that are part of costuming, must be sheathed and peace-tied at all times.
- Any GUEST MERCHANT selling weapons must include those items on the Approved Exhibit A form, and MUST provide their full insurance policy to the Merchant Coordinator. During a transaction, the GUEST MERCHANT must provide a receipt, paper or electronically, to their customer that must include the following information:

Name of Purchaser
Item(s) sold to purchaser
Date of sale

- One (1) copy must be kept on file/accessible for 6 months after the duration of the PENNSYLVANIA RENAISSANCE FAIRE and one (1) must be given/sent to the customer.
- If at any time the GUEST MERCHANT is found to have sold any form of weapon to any patron under the age of 18, their ability to sell weapons on the PENNSYLVANIA RENAISSANCE FAIRE site will cease immediately and GUEST MERCHANT will be terminated from all events produced by PRF Productions, Mount Hope Estate & Winery, and Mazza Vineyards Inc. without warning.

Weather Policy:

- The FAIRE and FESTIVALS are open rain or shine. If the event is open, then the GUEST MERCHANT is required to be open. Be aware of the weather forecast and prepare accordingly.
- GUEST MERCHANTS who close prior to the conclusion of the FAIRE or EVENT DAY, without permission from the Merchant Coordinator, will incur monetary fines and will not be permitted to return as a Guest Merchant to any PRF Event or Production as a GUEST MERCHANT.

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- **Emergency Action Plan:**

The FAIRE'S Emergency Action Plan is a vital operational plan to ensure the safety of all personnel, entertainment providers, MERCHANTS, and patrons/guests in the event of an emergency. A yearly updated EAP will be distributed to the MERCHANT electronically prior to the first operational day of the Faire Season. THE GUEST MERCHANT will attest that they are familiar with the plan and have shared it with all MERCHANT'S employees.

Weather Related Responsibilities:

- **Heaters:** MERCHANTS may use gas or combustion heaters. These will run on propane instead of electricity. MERCHANTS may also use battery operated portable heaters. Any heater must have Tip-over and Overheat Protection Auto Safety Shut-off Systems. Open flame is expressly prohibited.
- **Ice Melt:** When using ice-melt and non-slip additives for booth surfaces and exterior areas, MERCHANT must use Pet Safe Ice Melters in order to protect the four-footed residents and guests of the shire.

Fees, Fines and Penalties

- **Failure to Open (includes being Late to open):** \$500/occurrence first two(2) occurrences, and immediate termination of Merchant Agreement upon third occurrence.
- **Stray from Exhibit A:** \$75 first occurrence, \$150 second occurrence, and immediate termination of Merchant Agreement upon third occurrence
- **Not Parking in Participant Lot (or Overflow Lot if directed to do so):** \$50 first occurrence, vehicle towed at driver's expense thereafter.

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Renaissance Faire Costume and Booth Appearance Guidelines:

The FAIRE has the right to refuse participation to any MERCHANT or MERCHANT EMPLOYEE who is not properly costumed for historically-based FAIRE and FESTIVAL days. Costuming applies only to the FAIRE and YULETIDE FESTIVAL. For non-historically focused FESTIVALS and EVENTS, please dress appropriately for the weather and for a family atmosphere.

Appropriate FAIRE costume options for MERCHANTS include:

- **Women and Female Presenting:** Undergarments can include bloomers and corsets; refrain from wearing these items as the outer layer of any costume. Chemise or peasant shirt must be worn at all times, and a bodice or waist cincher can be worn. Skirts should be around ankle length and can be layered. Accessories can include an apron, straw hat, muffin cap, head wrap, or cloak.
- **Men and Male Presenting:** Shirt, breeches, jerkin, and a modest doublet with detachable sleeves. Shirt, kilt, and hose. Accessorize with a belt and an apron, hat, or cloak.
- Chinese slippers, leather sandals, boots, and moccasins (without fringe) are appropriate footwear choices.
- Any modern hair colors (pink, purple, blue, bright red) hair color must be covered with a scarf or hat.
- Fabrics should be natural in color and content. Cotton, muslin, linen, and wool blends are appropriate choices. Earth tone fabrics were achieved during the 1570's by using organic dyeing methods; onions, saffron, and indigo were used to create colors. Tea dyeing can also give fabrics an aged appearance and is a cost effective option.

Appropriate FAIRE STRUCTURE (TENT) options for GUEST MERCHANTS include:

(inspiration found in this blog post: [Get Medieval on Your Pop-Up](#))

- **Canvas/Historic Tent:** This tends to be a heavy canvas or duck cloth tent with wood poles/supports. Pennants and garlands of natural materials or flowers and greenery give these tents a festival look.
- **EZ Up/Pop-up Tent:** MERCHANT may utilize EZ Up style tents **ONLY** if modern elements of the tent are hidden. This can be done with garlands or natural materials, flowers and greenery; fabrics that are natural in color and content wrapped around the legs and supports; and canopy covers. (Don't forget to look up!) A quick Google search for "pop-up tent disguise ideas" will yield both ideas to make yourself and companies who make appropriate disguises.
- **Gazebo:** Available at many garden or home improvement centers, these can be square, rectangle, or even hexagonal. Many of these will also need decorations to hide modern elements but provide a sturdier base in all kinds of weather.
- **Vardo:** A vardo is a traditional horse-drawn wagon with a sales space inside and ornate decorations/elements both inside and out.
- **Kiosk:** A kiosk is an open sided hut or a small structure with one or more open sides that is used to vend merchandise. These typically have wheels for mobility in a festival setting.

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Anachronisms (Non-Period):

Anachronism (uh nak ruh niz uhm) - *noun*

1. *Something located at a time when it could no have existed or occured*

2. *An artifact that belongs to another time*

3. *A person who seems to be displaced in time, who belongs to another age or era*

Examples of anachronisms to avoid on a Faire or Festival day.

- Improper or modern clothing or costuming,
- Cellular phone and electronic device use
- Paper or plastic signage.
- Smoking in costume.
- Modern drinkware
- Plastic storage bins and tubs and tarps
- Cardboard boxes
- Modern slang and speech patterns.