

2025 Three Barons Renaissance Fair Handbook

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REQUIRED: READ THIS HANDBOOK PRIOR TO APPLYING.

Welcome Vendors!

2025 we are introducing some updates to our vendor process, so make sure you read the handbook in its entirety. Updates will be **highlighted**. Adherence to the handbook is the best way to ensure you will be welcomed back, understanding the content is part of your vendor agreement.

First of all, there is a new email address for vendor inquiries. It is Vendors@3barons.org (note the previous one was a .net address)

Some of you may have seen a survey go around if you were involved in 2024. This survey discussed the concept of altering dates for 2025. Due to the majority vote, we will be keeping our dates the same, the first two **full** weekends in June. With this, we are excited to *be back at 801 Pine street*, but we will be facing the usual parking struggles associated with neighborhood events. This is a challenge the fair is happy to face however, thanks to the positive feedback, family accessibility, handicap accessibility, and more benefits that come with the location.

At this time, we will be maintaining the price structure introduced in 2024. The Three Barons Fair will be comping a certain percentage, and the Municipality of Anchorage will be heavily discounting vendors in order to keep the event accessible to small business owners. Just as in 2024, there will be an additional vendor cost of \$100 collected with your application to be paid to the Municipality of Anchorage. It will be collected in the same invoice as your usual vendor fees, just like it was in 2024.

This year we will be processing “Artist” and “Merchant” applications separately. Though the prices will be the same for both subsets of vendors at this time, we would like to note that Artists must be present in the booth, and hand crafted wares must make 75% or more of the inventory provided. This is so the vendor committee can clearly tell which vendors are providing hand crafted merchandise and which vendors are outsourcing. Keep an eye out for that section when you fill out your application. While we still accept vendors who outsource work, we are prioritizing things made with the artist present.

We will also be re-introducing Stall Spaces, with the change that it is only intended for artists under the age of 18, with an adult sponsoring their business venture.

Drawings of ideas, or photographs of your setup will now be a required part of the application to be reviewed by the municipal fire inspector.

New aesthetic requirement: In an effort to continue always bettering the production of the fair, all vendors will be required to **cover modern containers such as plastic inventory**

totes with table cloths, and coolers must be covered or decorated to blend into the environment. (example: blue cooler painted brown to look like a chest.) The vendor committee will always select vendors who make an effort to better the world of the fair, and are slowly working towards making these standard practices for everyone. *First year vendors will be allowed some leeway, realizing that the closer they adhere to the standards the established vendors set, the better their chance of returning is.*

Due to the partial absence of Barbara Keller for 2025, we have added some new members to the vendor committee. Chester Mainot and Connor Parker will both be joining us in facilitating operation of the vendor marketplace.

Chester is a long established member of the performing arts community in Anchorage, as well as a business owner. We know he will represent the fair wonderfully as a member of the committee in helping artisans navigate integrating into the immersive world we build each year.

Connor is a food vendor with more than a decade of commitment to our fair, with years of demonstrating vendor excellence and setting a precedent for audience engagement. We are thrilled to have his expertise and experience as a food vendor, and know that having him as a point of contact will benefit those in the food court.

We are excited to have more help with our ever growing marketplace, and know that with the help of these new volunteers, we will be able to better serve and assist our community in creating this vibrant fun event we all love.

We look forward to reviewing your application!

- Rhiannon Fleener

(Committee members: Janie Batres, Barbara Keller, Connor Parker, Chester Mainot)

Vendors@3Barons.org (NOT .net)

2025 Three Barons Renaissance Fair

First two weekends in June: June 7th & 8th, and June 14th & 15th.

I. GENERAL INFORMATION

*Vendors must be in full operation by 12:00 noon each Fair day.
Each space shall be manned and operated during the Fair hours of operation.*

A. Hours of Operation:

Saturday and Sunday: 12:00 P.M. through 8:00 P.M.

B. Mailing & Delivery Address for Three Barons Renaissance Fair:

Three Barons Renaissance Fair, Inc.
P.O. Box 233617
Anchorage, AK 99523

C. 2024 Physical Location of Three Barons Renaissance Fair:

Russian Jack Springs Park North,
801 Pine St, Anchorage, AK 99508

D. VoiceMail Number: (907) 868-8012

E. Website: www.3barons.org

F. E-mail: General: 3baronsfair@gmail.com

Vendor Manager: vendors@3barons.org

II. LEGAL INFORMATION

This Handbook is part of the Lease Agreement. The lease agreement you sign states “Vendor, by entering into this lease agreement, agrees that he/she has received, read, understands, and agrees to abide by the rules and regulations governing the use of the leased space, all identified in the Vendor Handbook which is made part of this lease agreement.”

Extra copies of the *Vendor Handbook* are available at www.3barons.org

Three Barons Renaissance Fair, Inc. (The Fair) is a private non-profit corporation with principal offices in Anchorage, Alaska. The Fair leases space for the exhibition, sale, and distribution of products, services, information, and other items. Lease agreements define the use and occupancy of certain small spaces of The Fair’s real property located on the fairgrounds and referred to as “spaces.” Any company, partnership, institution, or individual over 18 years of age may apply for a space.

It is the position of The Fair management that all patrons be treated in an equal and courteous manner so that they can participate in the fun and enjoyment The Fair offers while ensuring a safe and enjoyable experience.

This handbook defines the conduct of the vendor and how the leased spaces are used. The Fair reserves the right to interpret, amend, revise, and delete these rules and regulations as it deems fit, and at its sole discretion, in order to achieve the maximum benefit for The Fair, its patrons and vendors.

Should the actions of any vendor require the cancellation of the lease agreement during the time of The Fair, the vendor will be required to move everything immediately upon notification to vacate the premises and shall forfeit any lease fees already paid.

Non-conforming situations, which exist at the time of a new rule, may be allowed at The Fair's option, but may be called into conformity in the future.

A. Indemnity

i. If a Vendor does not buy insurance from The Fair

The Fair shall not be held liable for any debt, tax, or assessments incurred by the vendor, in the operation of his concession nor for any salary or expense due to any of his employees. The Fair shall not be liable for the result of any accident or damage to any person or article employed by, or in possession of the vendor while on The Fairgrounds, whether such accident, loss or damage occurs during the time of preparation, the period of occupancy, or at the time of removal. In consideration of the privileges granted by this contract, the vendor agrees to protect and indemnify and hold harmless The Fair from any and all claims for damages, demands or suit, arising from injuries or damages sustained that may result either directly or indirectly from the activities and business of the vendor in connection with this contract.

ii. If a Vendor buys insurance from The Fair

The indemnity clause is lifted to the extent that The Fair's Limited Liability Insurance covers the Vendor. Anything not covered by the Limited Liability Insurance is also not something The Fair can be held responsible for.

B. Conduct of Business

Vendors shall ensure that all their employees, and representatives shall conduct themselves and their operations in a courteous and friendly manner; and that the booth space is kept clean, with no accumulation of trash, unsightly, or combustible material. Any actions found offensive or obnoxious by The Fair shall be immediately terminated upon notice by The Fair. Vendors shall refrain from communicating negative comments concerning other fair exhibitors, exhibitor's products, services, or information. Any vendor who persistently interferes with the operation of any other vendor after being notified of the interference, is subject to removal from the grounds.

C. Lease Agreements

Every individual or company doing business on the fairgrounds during the Three Barons Renaissance Fair must have a signed lease agreement regarding that activity. The Fair lease agreements are not transferable without approval from The Fair management. A business, organization, or individual may not assign their space, or any part of their space, to another party. The vendor manager must approve partnerships and co-ops. If your organization is a corporation you must submit your corporate papers with a list of current officers to The Fair. All updates must be submitted in a timely manner.

Vendors shall not exhibit, sell, or give away any merchandise or products not listed on the lease agreement, nor shall they exhibit any advertising material not directly pertaining to the products listed.

The Fair is private property. All solicitations must either be contributions or sales made from within the confines of the booth display area that has been leased from The Fair or a Vendor Manager approved Roving Vendor. Begging or soliciting is prohibited. Tacking or posting of any advertisement, bill, sign, banner, or printed matter other than within the contracted space is prohibited. Anyone violating this rule is subject to immediate removal from the Fairgrounds.

Any change of location to another space will be determined at the discretion of The Fair according to space availability and type of product. When necessary, and in the best interest of The Fair and the fairgoers, a vendor's space may be changed to a location different from the previous year. All spaces are leased on an "as is, where is" basis, and specifically without warranty to condition. All monies delivered to The Fair in connection with leased space are non-refundable unless otherwise determined by the Vendor Manager. If a vendor does not agree with the Vendor Manager's decision, an appeal can be made first to the Treasurer. If a vendor does not agree with the Treasurer's decision, a final appeal can be made to the Board.

Vendors from the previous fair season do not have an automatic right of return. Vendors are permitted to apply for more than one booth of any type. Vendors who have violated regulations may be issued a written warning or at the discretion of the vendor manager may not be allowed to return to future fairs.

D. Licenses & Permits

Vendors must comply with all federal, state, and local laws, and must have valid licenses listed below. The Company name on your lease agreement must match your business license.

State of Alaska Business License

Alaska Department of Commerce

Division of Occupational Licensing

550 W. 7th Ave, Ste. 1500

Anchorage AK 99501

(907) 269-8160

<https://www.commerce.alaska.gov/web/cbpl/BusinessLicensing.aspx>

E. Insurance

Limited liability insurance coverage is a separate fee for most vendor types. The only vendor type with included limited liability insurance coverage is the Stall Vendor. This insurance does not cover merchandise and it is recommended that vendors purchase individual coverage.

Vendors shall be responsible for any damage or loss caused by the vendors, their agents, employees, or suppliers to property in which The Fair has an interest.

F. Vendor/Employee Relationship

It is agreed that The Fair shall have no control of management over the vendor, his agents or employees, and the relationship is that of independent contractors. The parties agree that any agent or employee of a vendor is employed in the business of and subject to the exclusive direction, guidance, and control of the vendor as to the details of the specific act for which the

employee or agent was employed. Any consumer complaints received will be communicated to the vendor and The Fair has the right to arbitrate conditions for a satisfactory conclusion to all parties concerned. The vendor shall appoint a “contact person” who for all purposes shall be the person to whom The Fair may look for commitments of and by the vendor. The contact person shall be responsible for the actions or inactions of all employees or representatives at The Fair.

G. Vendor Complaints, Problem Solving, & Grievances

Vendor complaints must be taken up with the Vendor Manager. If not satisfied, a written statement must be presented to the President who will proceed to the Board of Directors if necessary.

III. LEASE SPACES

A. Lease Prices -

Prices vary according to the type of vendor, and how long the vendor has been with The Fair. See the Vendor Application for details.

B. Space Assignment

The Fair reserves the right to allocate, limit, and designate all exhibit spaces and locations. Ground spaces are designated with painted markings and/or wooden stakes. In no instance shall anything (signs, eaves, chairs, posts, merchandise, etc.) extend forward of the markers. Some variations may apply with pre-approval from The Fair’s management.

Each lease space is ten feet (10’) wide, and is expected to include within that space: structures (including eaves), trailers, etc., which are used specifically for vendor operation, storage, or camping. If your booth goes over your expected allotted space, The Fair reserves the right to charge for the extra footage. Check with the Vendor Manager to see if your leased space can accommodate all of your needs, it is possible that extra spaces may be purchased.

C. Booth Staffing

Vendors must be in full operation by 12:00 noon each Fair day. All booths must be open to the public and staffed by a competent attendant during The Fair’s published hours.

D. Food Booths

Vendors selling or distributing *food products* must have a State of Alaska temporary food service permit. Multiple locations must have separate permits. This permit can be downloaded off the internet at: <https://dec.alaska.gov/eh/fss/food/food-service/tfs/>

Vendors or a representative must have a current Alaska Food Worker card. These cards can be obtained online at <https://dec.alaska.gov/eh/fss/food-worker-card/>

State of Alaska Temporary Food Permit
Dept. of Environmental Health
Food Safety & Sanitation Program
555 Cordova St.
Anchorage, AK 99501
Phone: (877) 233-3663 Fax: (907) 269-7510

A food vendor shall be limited to the sale of food and beverages only. Vendors shall be limited to selling items listed on the lease agreement, approved by The Fair. The Fair reserves the right to limit a menu, and items may not be added or changed without the approval of the Vendor Manager.

All food vendors shall have completely self-contained units. Vendors must use DEC approved hoses designed for potable water. **There is no on-grounds dump-station.** All food vendors must comply with local and State food and fire safety regulations.

Storage areas (containing product, equipment, ice machines, etc.) are to be concealed as to blend in with the booth. Storage areas must be kept neat and clean. **Audience facing plastic coolers need to be decorated to blend into the throughway.**

Signs and menus must be professional in appearance.

E. Merchant Booths

Vendors selling or exhibiting either their own work or another's work are expected to submit pictures or examples of their work as part of their application. In judging vendors for admission to The Fair, preference will be given to those selling their own handmade items. Over 75% of the items in any given booth need to meet this criteria in order to receive this preference. The Fair reserves the right to limit an inventory, and items may not be added or changed without the approval of the Vendor Manager. Storage areas (containing product, equipment, etc.) are to be concealed as to blend in with the booth. Storage areas must be kept neat and clean. *Food items may not be sold from this type of booth.*

Signs must be professional in appearance.

F. Activity Booths

Vendors selling the customer an opportunity to do something, or performing a service for the customer, are expected to submit a description of their work as part of their application. In judging vendors for admission to The Fair, preference will be given to those selling the customers an opportunity to do something or performing a service for the customer. Over 75% of the items in any given booth need to meet this criteria in order to receive this preference. The Fair reserves the right to limit an inventory, and items may not be added or changed without the approval of the Vendor Manager. Storage areas (containing product, equipment, etc.) are to be concealed as to blend in with the booth. Storage areas must be kept neat and clean. *Food items may not be sold from this type of booth.*

Signs must be professional in appearance.

G. Youth Stall Booths

Stall Booths are designed as a way for young new vendors to The Fair to discover if The Fair is a place where we can have a profitable partnership. As such, the Stall Booths are only available for the first two (2) years that a vendor is selling items at The Fair. This is intended for business owners under the age of 18, who have an adult sponsoring them through the process.

Stall Booths are available for Activity or Handmade Merchant Vendors only. The Fair reserves the right to limit an inventory, and items may not be added or changed without the approval of the Vendor Manager. Storage areas (containing product, equipment, etc.) are to be concealed as

to blend in with the booth. Storage areas must be kept neat and clean. *Food items may not be sold from this type of booth.*

This type of booth comes with a 10'x10' space, a table under a canopy, with a 10' frontage for your use. It also includes limited liability insurance for the duration of The Fair.

Signs must be professional in appearance.

H. Contract Vendors

Non-profit organizations that wish to participate as a vendor at our fair will need to contact the Vendor Manager to evaluate how to best accommodate your needs. See the Contact Us section for more information, and do not forget to type "*Contract Vendor*" in the subject line!

I. Roving Vendors

Roving Vendors must carry their wares with them as they wander the fair. No booth or stall space will be provided. Roving vendors are expected to be courteous of other vendors and performers, avoid conflicting with other vendor frontage, ongoing sales, and performances. Vendors who have paid for a booth space may rove if they choose, but must indicate their intention to do so to the Vendor Manager before the opening of the fair.

For example: Roving Vendors are not allowed to call out in a crowd in close proximity to a performance or block the view or access to a performance or booth. Roving vendors are not permitted to enter court or guild boundaries.

J. Admission Tickets & Passes

Admission tickets and other passes will not be issued until all applicable fees are paid in full and all paperwork is completed. Credential packets will be available from the Vendor Manager beginning **Wednesday, June 4th**. The vendor is responsible for picking them up and may be asked for identification. Credential packets will not be mailed.

Up to five (5) wristbands per weekend may be purchased at \$5 per wristband above the quantity of wristbands included in the Credentials Packet. No single vendor may receive more than ten (10) wristbands, no matter how large their booth space, without prior authorization from the Vendor Manager and the Board. *No refunds will be given for extra wristbands.*

Vendor admission wristbands are for the use of booth personnel only, and under no circumstances may be sold. Abuse of vendor admission wristbands or vehicle permits may result in their forfeiture as well as the vendor losing an invitation to return to future fairs.

VI. RESTRICTIONS

A. Weapon Restrictions

The Fair's policy is to require that patrons may only carry weapons that can be properly peace tied or restrained on the fair site. In order to provide for a safe fair atmosphere all fair participants such as actors, vendors, and related staff must abide by the following regulations: any vendor who fails to make sure sales in accordance with this policy (below) shall be removed from the grounds and may not sell such items again. A notice of The Fair's weapons policy must be provided to each purchaser in written form. This notice will be provided to the vendor in

electronic or paper form, and it is the responsibility of the vendor to reproduce and distribute with their product. The Fair is located on private property - *No firearms are permitted on The Fair site.*

B. Vendor Costume Weapons

Any vendor wearing weaponry as part of their costume must have the weapons inspected by the vendor manager in conjunction with the fight show director. All weapons must be bound in their sheath and not be removed during fair hours.

C. Sound & Voice Control

No powered sound or music producing devices are permitted on The Fairgrounds without prior permission from a member of Vendor Management. The Fair shall not permit soliciting above the ordinary speaking tone of voice, unless it is done so in an audience engaging way acting as a character entertainment. If a complaint is justified, the vendor will be issued a probationary letter or asked to leave. Barking of wares, while strongly encouraged, is not to compete with performances or Fair entertainers.

D. General Restrictions

Packaged alcoholic beverages, controlled substances, smoking, bicycles, skateboards, and animals are not permitted on the fairgrounds.

Dogs and other animals are not permitted on The Fairgrounds unless they are an ADA service dog or miniature horse. Make arrangements for your pets elsewhere: violators will be asked to leave the grounds.

Free stickers, bumper stickers, and balloons will not be allowed to be distributed at The Fair.

The Fair reserves the exclusive right to sell beer and wine at The Crooked Toad Tavern.

The annual Three Barons Renaissance Fair is smoke-free within The Fairgrounds.

V. MERCHANDISE

Vendors are required to identify to the Fair in writing on their application all items to be sold, exhibited, or distributed from the leased space. Once an application has been approved, a Vendor must submit a written request for inventory changes, additions, or deletions for subsequent approval by the Vendor Manager. Vendors may not use the name “Three Barons Renaissance Fair” or its logo. The Three Barons Renaissance Fair promotes itself as a family event. Keep this in mind when choosing products and services for the Fair.

It may become necessary for the Fair to deny space requests or the sale of specific merchandise. It is the policy of The Fair to protect the sales of those booths that are run by The Fair itself. Therefore, items sold by booths run by The Fair are not allowed to be sold by any other booth.

A. Weapons for Sale

Vendors may sell weapons at the Fair in compliance with any applicable local, state, or federal laws if they ensure that the weapon is properly peace tied or restrained prior to the buyer leaving their booth. Patrons found carrying an improperly tied or restrained weapon may immediately be escorted off The Fair site.

B. Fake Weapons

The sale of toy or costume items resembling weapons, including but not limited to swords, daggers, rubber band pistols, etc., shall be made solely if each vendor gives a purchaser the required notice, safely packages each sale, and advises each purchaser to keep the sale in the bag while on The Fairgrounds. The sale of such items is permitted only in accordance with these guidelines.

C. Prohibited Merchandize

The Fair management maintains the right to immediately prohibit the sale or distribution of any product or service it deems hazardous, offensive or a nuisance to the public. Offensive or sexually explicit items, silly string, and caps/popping devices may not be sold. Any item marketed as a synthetic drug, such as herbal incense packets, K2, spice, bath salts, is strictly prohibited.

D. Give-Aways & Promotional Items

Generally, give-away items should not be something other exhibitors are selling, such as caps, t-shirts, and mugs. There are many approved promotional items for distribution such as imprinted pens, logo bags, and calendars. If you have questions concerning your choice of promotional items please contact the vendor manager. Balloons and Stickers (including bumper stickers) are not on the approved list.

IV. BOOTH CONSTRUCTION

A. Booth Set-Up Dates & Times

*All vendors must check in with the Vendor Manager before starting set-up or construction to verify space location and pick up their Vendor Credentials Packet. Vendor Credentials can be picked up starting **June 4th**. Set-up must be completed and booths must be up and running by the time The Fair starts at 12:00 noon, **7th**!*

B. General Set-Up Begins Wednesday, June 4th.

C. Booth Tear-Down Dates & Times

No load-out or traffic on The Fair until after 8:30 pm and Security gives the OK.

Outdoor booths may be dismantled during the following times:

Sunday, June 15th, after 8:00 pm, through Wednesday, June 18, 11:59 pm.

All structures, improvements, property, and belongings of vendors must be removed from The Fairgrounds no later than 11:59 pm Wednesday, June 18. Vendors must leave The Fairgrounds after their structure is dismantled or their booth vacated. The Fair will not be responsible for goods or buildings left unattended after this time. After 11:59 pm Wednesday, June 18, all structures or belongings not pre-arranged to go into storage or be moved will become property of The Fair and a \$50 fee will be assessed. *Please leave the ground space in the same condition as when you arrived. Do not leave garbage or discarded building materials behind.*

The Fair requires six (6) feet between all solo booths, and ten (10) feet between food vendor booths, unless otherwise specified. Exceptions may exist as assigned by the site committee, when meeting the standards of the fire code. Stay within your marked area, please!

All building construction must be completed by noon, Saturday, June 7st. The Fair is a safe workplace and all vendors and contractors shall comply with local, state, and federal regulations. Vendors are responsible for all aspects of safety in connection with any work performed by themselves or a contractor. All building construction and maintenance performed on the fairgrounds shall follow OSHA standards and guidelines. For detailed information visit the OSHA website at www.osha.gov. Vendors shall not operate equipment owned or controlled by The Fair.

The booth structure (including eaves, overhangs, holding tanks etc.) must fit within the confines of your leased booth space (check lease agreement for dimensions). No part of the operation can be in the marked 6 feet between booths. Variations from this rule must be pre-approved by the Site Manager, through the Vendor Manager.

Remember, large structures are difficult to set up and take down quickly. The Fair recommends a structure no larger than 10' x 20', including eaves.

D. Construction Materials – Restrictions, Requirements, & Recommendations

Visqueen, clear plastic, or blue tarps may not be used in booth construction. Vendors may use factory-made tarps with finished edges, which fit securely and professionally. All tents, tarps, and canvases must be made of fire retardant material, U.L. listed. Booths should be in good structural condition and securely built to withstand strong winds and heavy rains.

Construction work on booths during The Fair's operating hours is not permitted. Minor alterations or additions to your booth after the start of The Fair must be done before or after fair hours each day. Please keep sound ordinances in mind if doing any construction.

If you have any questions, contact the Municipality of Anchorage fire inspector.

Tyler Kosednar (907) 267-4947

E. Signs & Advertising

A prominent identifying sign, professional in appearance, shall be posted at vendor's sole expense, within the confines of the leased space. The maximum height is 16 feet. No one shall display any form of political advertising or disseminate political propaganda unless the individual lease agreement permits such a privilege. Signage, if not directly related to the participating vendor, is not allowed. If found, the unauthorized signage shall be removed and the offending vendor may be charged a \$50 clean-up fee.

F. Utilities

i. Electricity

There is no electricity available at our current fairground.

ii. Garbage

All garbage shall be placed in Fair provided containers. Any vendor generating a large amount of refuse (i.e. corn husks, bread dough, peels, wood chips, animal waste) must be responsible for

placing their garbage in fair dumpsters or arrange for disposal. Grease shall be disposed of in a container with a secure lid and arrange for disposal on a daily basis. You are responsible for throwing away your own trash in the proper receptacles.

iii. Waste-water facilities

Waste-water facilities are not available on The Fairgrounds. Sinks and other facilities in any booth must be self-contained. Dumping water, grease, chemicals, etc. on the ground, in storm drains, or in the Porta-Pottys is strictly forbidden and is cause for immediate cancellation of vendor agreement. The Vendor is responsible for removing chemicals, paints, and all hazardous refuse in a safe and responsible manner.

VII. PARKING & TRAFFIC CONTROL

A. Vendor Parking Lot - Not available 2025/801 Pine Street

There is no cast/vendor accommodations at 801 Pine Street. There will be a free shuttle service provided, starting location to be determined. (2024 shuttle services began at the Wendy Williamson Auditorium)

ALL VEHICLES WITHOUT PROPER CREDENTIALS OR ILLEGALLY PARKED WILL BE IMPOUNDED AT THE OWNER'S EXPENSE.

Campers, motor homes, or units over 25' may not park behind vendor booth space.

B. Traffic Control

No vehicles are permitted on The Fairgrounds during 11am to 8:30pm.

With the approval of the Site Manager, vehicles are allowed on The Fairgrounds each morning, but must be cleared from the grounds by 11 a.m.

Vehicles will be allowed back on the grounds at the end of the day when Security clears the site, which will be approximately 30 minutes after The Fair closes.

VIII. SAFETY & SECURITY

A. Security

The Fair provides security 24 hours a day, beginning the Wednesday before opening, for the safety of fair staff, vendors, and patrons. The Fair takes no responsibility for theft, loss, or vandalism of any type. This is the vendor's sole responsibility.

True security problems (theft, vandalism, bears etc.) should be reported to the Vendor Manager or Security so proper authorities can be contacted. All vendor issues should be taken to the Vendor Department. The Vendor Manager can be reached at vendors@3barons.org

B. Emergency Procedures

The Three Barons Renaissance Fair Emergency Plan is adopted by the Board of Directors and is revised from time to time. The plan specifies procedures and lines of authority for The Fair staff in case of a declared emergency. At fair time the Security contractor has the first line of

communication with local emergency agencies. The Fair staff coordinates with them and manages media relations. The Emergency Plan is available for inspection by all vendors, and they are asked to comply with instructions from The Fair management and The Fair Security contractor in a declared emergency.

C. Fire Safety Requirements

The Three Barons Renaissance Fair and the local Fire Department are working together to ensure fire safety in all areas of the fairgrounds.

Every Vendor space shall have a minimum of ONE 2: A-10: BC rated fire extinguisher.

Fire extinguishers shall be tagged for annual service within the last 12 months by an approved fire extinguisher permit holder. The current tag shall be attached to the fire extinguisher(s). All fire extinguishers shall be in conspicuous location, not obstructed, and shall be easily accessible.

Food Vendors shall be required to meet the additional municipal and State fire safety fire extinguisher requirements.

Any questions may be respectfully directed to **Tyler Kosednar**, our Municipality of Alaska fire inspector. Contact: **907-267- 4947**

IX. SERVICES

- A. First Aid:** Trained volunteers are at the First Aid Station during fair hours. Located by The Front Gate.
- B. Lost & Found:** All items are turned over to The Information Booth by The Front Gate.
- C. Family Rest Stop:** A safe haven for weary parents and youngsters can be found in The Baby Barony by The Tadpole.
- D. ATM Machine:** There will be one on site, location TBD