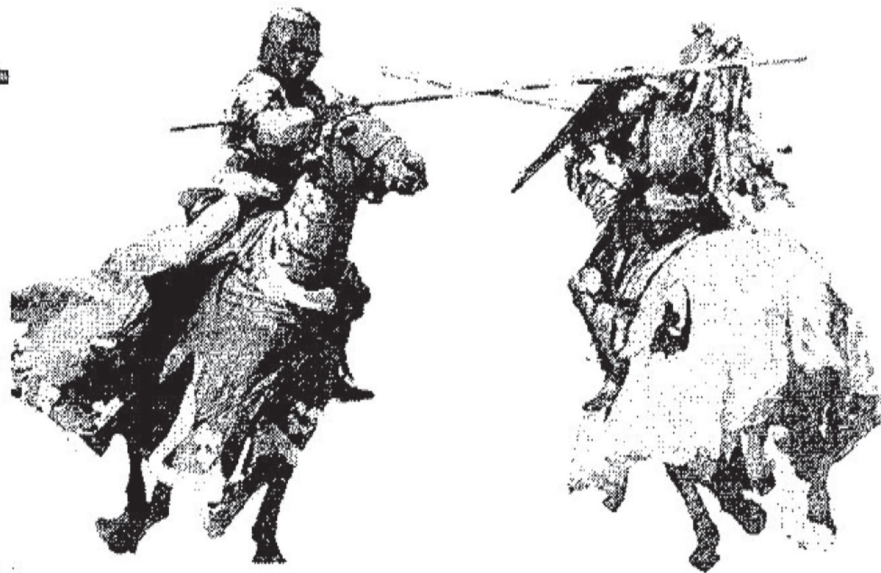


Colorado
**Renaissance
Festival**

39th Anniversary



*Rules & Regulations of the
Realm 2015*

COLORADO RENAISSANCE FESTIVAL

Dear Festival Participant:

It is a pleasure to welcome you to the 2015 Colorado Renaissance Festival (our 39th Anniversary.) The Festival Staff, representing all of the areas of the Festival, has compiled Rules and Regulations to guide activities at the 2015 Festival in a positive fashion that insures everyone is treated fairly. The Rules & Regulations will be enforced as the basis of operations. Please abide by them. Should you have a question concerning the Festival, please direct it to the appropriate Manager. We feel that we are well on our way to making this the best show in the country and with your cooperation we can achieve this. Thank you.

General Manager / Owner	Jim Paradise
Operations Manager	Paul Frank
Site Manager	Dave Walker
Food & Beverage Manager	Jim Paradise
Crafts Coordinator	Caitlin Pacer
Marketing Director	Jim Paradise JR.
Artistic Director	Gary Mazzu
Entertainment Director	Jennifer Fossum
Site Office Manager	Jennifer Fossum
Campground Director	Rook Macpherson

CASTLE ROCK OFFICE

Colorado Renaissance Festival
409 F South Wilcox
Castle Rock, CO 80104
Phone: 303-688-6010
Fax: 303-688-5677
Hours:
9:00 a.m. – 5:00 p.m.
Monday – Friday

www.coloradorennaissance.com

FESTIVAL SITE

Colorado Renaissance Festival
650 Perry Park Ave.
P.O. Box 325
Larkspur, CO 80118
Phone: 303-681-2500
Hours:
9:00 a.m. – 5:00 p.m.
Monday – Friday

June 1 – August 7 , 2015

EMERGENCY NUMBERS CLOSEST TO THE SITE

Medical 911

Fire 911

Sheriff 303-660-7500

Public Transportation – Major Carriers

Please remember to display a positive, congenial attitude that will make our visitors feel welcome and comfortable. The spirit with which we greet each other, the public, and particularly the KING & QUEEN contributes to the festive atmosphere our audience returns to enjoy year after year. Our public comes back for many reasons, but especially to shop and be entertained. They come to experience a 16TH CENTURY EUROPEAN

MARKETPLACE. As participants and hosts it is our pleasure and duty to help evoke the spirit and pageantry of "Once upon a time...". Our Kingdom is called "Larkspurshire." Their Majesties are Goode King Henry and Faire Queen Anne.

INFORMATION FOR ALL PARTICIPANTS

1. Site Office phones are for staff use only – **NO EXCEPTIONS.**
2. Each Craft Shop and Cart **MUST VISIBLY DISPLAY A NUMBER IDENTIFYING THEIR SPACE** to aid emergency services. **Shops must also display a visible number on back of booth per the fire department.**
3. Craft items, costumes, speech, decorum, and performances will be in keeping with the 16th century European marketplace theme. Anachronistic items (either modern materials such as plastic, sunglasses, watches as well as speaking about modern subject matter such as airplanes, cars and the like) are not acceptable. Items made from commercial molds or kits will not be accepted.
4. Employers, your employees' appearances are your responsibility. The criteria set forth in the Rules & Regulations is for the good of the Festival. For that reason, management feels that abnormally dyed hair or hair do's (such as: Manic Panic and Dreds) are unacceptable in the marketplace. Again this year, **head coverings (hats, etc.) will be MANDATORY during Festival hours and all facial piercings must be removed during Festival days. As well, tattoos must be covered.**
5. **All participants of the Festival that are costumed are required to wear hats or garlands during Festival hours. All participants must wear appropriate footwear at all times.** On Festival days footwear is an important component of a costume and must meet costume guidelines.
6. **Any weapons worn to accent a costume must be peace-tied at all times! No other weapons, firecrackers, etc. are allowed on Festival property at any time.** Possession of such items will result in dismissal and removal from Site.
7. All Shop Owners and Responsible Parties must distribute a copy of these Rules & Regulations to each member of their staff and instruct each staff member to review and adhere to these regulations. If the Festival Management notifies a Shop Owner/Responsible Party of violations of these regulations by any member of their staff, which in the Festival Management's judgement requires termination, it is the responsibility of the Shop Owner/Responsible Party to immediately terminate the staff member, collect their pass and remove that person from Site. Festival Management Staff may terminate the employee if the Shop Owner/Responsible Party does not do so.
8. **ADA:** ADA Requirements have been set. Please discuss requirements with Office.

DEFINITION OF TERMS

PARTICIPANT includes all people involved with the Festival.

SITE shall be defined as the property including areas for parking, camping, shops, and entertainment.

FESTIVAL SITE shall be defined as the general shop and performance area open to the public.

COLORADO RENAISSANCE FESTIVAL

1. Access to the Site will be from 9:00 a.m. June 6, 2015 through noon on Friday, August 7, 2015. Access to the Site at any other time must be arranged by appointment with the Festival Office.
2. **You must register at the Site Office upon arrival at the Site**, and obtain a new Participant Pass with the current year. All walking children must have passes. Participants must carry passes issued to them at all times, plus an additional form of photo I.D.
3. ***Fraudulent use of a pass will result in immediate dismissal and removal from the Site.***
4. Entertainers and Colorado Renaissance Festival employees not clocked IN and OUT will not be paid for any Festival day that they fail to punch their times.
5. There will be a callboard for all Festival notices, special event listings, and phone messages. Phone messages will be posted for seven days. Check the callboard daily. The callboard is located outside the Site Office.
6. **NO UNSUPERVISED CHILDREN ARE ALLOWED ON SITE.** Children must remain in sight of their parent or legal guardian at all times. Parents or legal guardians will be responsible for children or wards.
7. There is no playing on the roads at the Site and no bike riding on the Site.
8. No one under 18 will be allowed to reside in the campground unless a parent or legal guardian will also be residing with the minor child in the campground.
9. Those participants 18 to 21 that choose to stay in the campground must have notarized written permission from the parent or legal guardian.
10. There will be no trespassing in the areas not specifically designated for Participants' use.
11. **VISITORS** must be pre-approved, and check in at the Festival Site Office prior to their entry on Site. Participants should arrange to meet their visitor at the Site Office and must always accompany that visitor during their stay. Festival Staff may deny, limit, or set conditions for any "on Site" visit. Visitors are not allowed on the Site after 8:00 p.m., including the campground. Visitors will not be allowed use of the showers or campground facilities. Participants may not invite visitors on Festival days, AND AT NO TIME ON A FESTIVAL DAY IS A NON-PARTICIPANT ALLOWED IN BACKSTAGE AREAS. Visitors accept all liability for any injuries sustained, or loss or damage of personal property while on Festival Site. Visitors will be held responsible for any injuries or damage they cause to personal or Festival property.
12. In the Crafts Program each booth with 30 front feet or less receives a total of four (4) passes. Carts are allowed two (2) passes. Booth Owners, spouses, children, and Responsible Parties will receive picture passes. The Booth Owner's children under 16 years of age will not be counted in the total of four (4) passes per booth. Employees who will be at the booth four (4) weekends or more will receive punch passes, and temporary day workers will be issued day passes. Total passes for booths with more than 30 front feet will be arranged with the Crafts Coordinator. Additional full-time passes may be purchased for \$100.00.
13. Additional Day Passes are \$10.00 per day. Request for Day Passes must be submitted to the Site Office no later than noon Wednesday before the weekend for which you want them. Persons using temporary one-day passes are required to wear a costume

and help in the designated shop. The Shop Owner/Responsible Party must submit a list of those authorized to receive passes at the Site Office before any passes will be issued. Participant passes may be checked by Festival Management at any time. Those persons carrying punch or day passes should also carry a photo I.D. for positive identification. Children of booth employees must have passes. These passes must be arranged for and purchased at the Site Office in advance. (*Persons with Day Passes must be informed of the Rules & Regulations also.*)

14. Passes from the previous year will not be honored. You must be issued a new pass at the Site Office.
15. A replacement fee of \$10.00 must be paid to the Festival if a participant pass is lost. It must be replaced. This includes child passes. CRF employee passes will be replaced at the cost of \$25.00.
16. ***The Site speed limit of 5 MPH WILL BE STRICTLY ENFORCED! Violators will lose Site driving privileges.***

DELIVERIES AND MAIL

1. UPS deliveries will be accepted if they are **pre-paid**. The Festival Staff will not accept personal deliveries. All personal deliveries must be accepted **in person** at the Site Office. Staff will not be responsible for C.O.D. transactions.
2. The Festival Staff will not accept personal mail. All mail should be addressed to:
(Your Name)
General Delivery
Larkspur, CO 80118

21ST CENTURY ANACHRONISMS DURING FESTIVAL HOURS

1. Participants may NOT smoke on the Festival Site or in the shop areas. Smoking must be done behind the shop, out of public view.
2. Keep radios, tape players, televisions and any and all audio-visual equipment out of sight and not in use during business hours on Festival days. Keep watches and play pens, pop cans, coolers, lawn chairs, sunglasses, and other 21st century items out of sight.
3. **CONTRABAND** – *Any participants found to be under the influence of alcohol and/or illegal drugs will be considered unfit for performance or purveyance and will be dismissed immediately and removed from the Site.*
4. No visual body piercing will be allowed except one (1) pair of pierced earrings. All tattoos must be covered.
5. No un-ordinary haircuts or hair colors are acceptable.

GOVERNMENTAL REGULATIONS

Each participant will operate in compliance with all laws, rules and regulations of the State of Colorado, Town of Larkspur, Douglas County, and any and all Governmental Agencies concerned.

FESTIVAL DATES AND HOURS

The 2015 Festival operating dates will be:

June 13/14, 20/21, 27/28 July 4/5, 11/12, 18/19, 25/26 August 1/2

The Festival will be open from 10:00 a.m. – 6:30 p.m.

VEHICLE REGISTRATIONS & PARKING

1. There will be **no parking inside the Festival Site during the hours of operation.** This includes the **Ring Road** behind the shops. Vehicles impairing or impeding the Ring Road will be removed by order of the Fire Marshal. **Participants will pay the cost of towing.**
2. Car passes will be issued to participants needing access to the Festival Site for purposes of loading & unloading. There will be **one** car pass per booth, cart, or organization. Each pass will designate the area of access for that vehicle. **Vehicles found on the Festival Site without a proper car pass will be towed. Participants will pay the cost of towing.**
3. **No vehicle will enter the Festival Site after 9:00 a.m. on Festival Days. All vehicles must be removed from the Festival Site by 9:30 a.m. or they will be towed at the owner's expense.**
4. Vehicles will be allowed to re-enter the Festival Site after 7:00 p.m.
5. **THE RING ROAD MUST BE KEPT OPEN AT ALL TIMES!**
6. **FESTIVAL & NON-FESTIVAL DAYS:** Parking is permitted in designated areas only. Violators will be towed away at owner's expense. **There will be no parking on the Festival Site. Vehicle entrance onto the Festival Site is allowed only for the purpose of loading an unloading.**
7. No vehicles without a VIP car pass may be parked by the showers in VIP parking after **8:30 a.m. on Festival Days.**
8. Vehicles which are stored at the Site will become the property of the Festival after midnight, August 7, 2015. This property may be later removed from the Site and disposed of and the cost of any such removal and disposition will be the responsibility of the former owner who abandoned the vehicle on the Festival Site.
9. **Do not park in front of the UPS shed or the Site Office Trailer at any time.**

CAMPING

1. No one under 18 will be allowed in the campgrounds unless with a legal guardian/parent. Participants 18 to 21 must have a notarized, signed permission form.
2. All camping and/or overnight sleeping will be within the designated campground. **There will be no camping in the parking lot or sleeping in vehicles.**
3. All **individuals and heads of families** must register at the Site Office, prior to installing themselves in the campground.
4. No structures may be built in the campgrounds.
5. **NO FIRES** will be allowed. Cooking stoves & covered grills only, and they are only to be used for cooking.
6. Each person registered to a campsite is responsible for insuring the campsite's compliance with all Site rules.

7. **CAMPING COSTS FOR THE 2015 SEASON:**
 - A. **CAMPING/NO ELECTRIC**
\$100.00 camping fee per person
Under 18 years with adult, no charge
\$50.00 deposit per campsite, funds will be deposited and refundable at end of Festival if campsite is approved as clean and clear by Campground Director.
 - B. **PHASE I ELECTRIC (OLD AREA)**
\$100.00 camping fee, per person
\$160.00 electric usage fee
\$50.00 deposit per campsite, funds will be deposited and refundable at end of Festival if campsite is approved as clean and clear by Campground Director.
 - C. **PHASE II ELECTRIC (NEW AREA)**
\$100.00 camping fee per person
\$160.00 electric usage fee
\$50.00 deposit per campsite, funds will be deposited and refundable at end of Festival if campsite is approved as clean and clear by Campground Director.
 - D. **Elite Campground:** Information will be available at a later date.
8. Every campsite must be clean at all times. Failure to comply will be grounds for expulsion and revocation of camping privileges. *Remember, we do live with wildlife, remove your trash DAILY.*
9. The entire Site is included within the boundaries of the Town of Larkspur. Rowdiness, unruliness and loud behavior will not be tolerated. Violators will be subject to expulsion from Site and revocation of camping privileges as well as prosecution by local ordinance. Please keep all noise to a minimum after 10:00 p.m.
10. Overnight camping will not be allowed after Friday, August 7th, 2015.

TREES

Trees anywhere on the Site may NOT be cut or trimmed without **THE WRITTEN PERMISSION** of the Site Manager.

WEATHER

1. Adverse weather conditions must not interfere with the merchandising and costuming of all participants. Plastic coverings over displays are not acceptable.
2. Business is to be conducted as usual during inclement weather. Only official notification of Festival closure will justify closing of booths and carts. There will be a \$100.00 fine assessed for premature closing.
3. Only the General Manager may give official notice of closing. All booths and carts remain open unless otherwise notified.

PRINTED MATTER

1. Distribution of any printed matter, souvenirs, photographs, or other articles shall be restricted to the Renaissance period and are prohibited without the written permission of the General Manager.
2. The words, "COLORADO RENAISSANCE FESTIVAL" are the sole property of the Festival and may not be used by a participant on any merchandising without the written permission of the General Manager.
3. No soliciting shall take place on the Site without the written permission of the General Manager.

ELECTRICITY

1. All equipment being run must be in good repair with 3-prong grounded plugs. All extension cords must be in good repair (no cuts in the insulation) and of sufficient gauge to accommodate all equipment being used. These extension cords must also have 3-prong grounded plugs. All electrical booth users must have paid in advance for electrical installation and have paid the \$140.00 usage fee by May 1, 2015. Anyone using electricity who has not paid the installation and usage fee will be required to pay the \$200.00 installation fee and \$140.00 usage fee within 7 days.

RETURNED CHECKS

All returned non-sufficient funds checks will be subject to a \$25.00 service charge.

TOOLS

The Festival tools and vehicles are NOT available for participant use.

PETS

1. We strongly discourage pets on the Site. At no time are pets allowed on the Festival Site. Pet owners who bring their pets are required to file a copy of vaccinations and a photo of the pet with the Site Office Manager. All animals (including cats) must be leashed at all times, when in the perimeters of the Colorado Renaissance Site. This includes all Parking Lots. Pets running free will be confined and a \$100.00 fee will be assessed to the owner before the pet will be returned. We are **not** allowing any new dogs. All current dogs that have been previously register at the Festival will be grandfathered in and allowed to camp with proper paperwork.
2. Please be a responsible pet owner - clean up daily after your animals and keep them safe at all times.

ALL EXHIBITORS

1. Whether or not a resident of Colorado, you **MUST** have a state and city sales tax license. The license must be displayed in your shop and may be purchased from:
Town of Larkspur
Mayor
P.O. Box 310
Larkspur, Colorado 80118
2. Any questions regarding town taxes maybe directed to the town hall at :
303-681-2324.
3. TOWN TAX COLLECTIONS: Sales tax to the Town of Larkspur is due weekly on **THURSDAY** by 4:30pm. You may mail it to the Town of Larkspur and must be postmarked -**THURSDAY** by 4:30pm. A drop box is located by the Festival Office trailer for checks or M.O. - **Do NOT drop cash!** You may also take your payment directly to the Town Hall. If payment and forms are not received by **FRIDAY** at noon for prior weekend, your shop may be Red Tagged by the Town of Larkspur and will not be allowed to open the following weekend.
4. STATE SALES TAX COLLECTIONS: State sales tax is due in full for the run of the show no later than August 17th, 2015. You should mail your applicable tax to the Colorado Dept. of Revenue as outlined on your application form. Our contact person is at 303-688-5643.

CRAFTS

1. The Festival Staff may remind you of infractions of Festival guidelines. The first infraction of the Rules and Regulations will result in a verbal warning, the second in a written warning and the third in termination of the Exhibitor's rights under the Space Lease Agreement.
2. Demonstrations subsidized by the Festival must be on a published schedule and must present, as part of the demonstration, an educational information that must be approved by the Crafts Coordinator.

SOCIAL GATHERINGS

ANY social gatherings of more than 15 participants require prior permission from the General Manager.

LEASED SPACE

1. The Festival opens promptly at 10:00 a.m. Exhibitor's shop shall be manned by a costumed participant between 10:00 a.m. and 6:30 p.m. when the Festival closes.
2. Shop space is the craftsperson's only sales area. No mobile sales area may be set up without the written permission of the Crafts Coordinator. Merchandise may not be displayed in the path in front of the artisan's shop without the written permission of the Crafts Coordinator. A hawker in or on, or just in front of shops is encouraged. The hawker may not solicit tips. Hawkers causing traffic problems are not allowed. The exhibitor or craftsperson may sell only those items indicated on the contract as being accepted. You may not hire any CRF entertainer to hawk for your booth on a daily basis. (Impromptu hawking by entertainers may occur.)
3. Exhibitor will use space for the purpose of exhibiting and selling only items described and identified in the Lease. All items MUST be handcrafted (except where specially noted by the Crafts Coordinator) by the Exhibitor. Exhibitor will be notified, in writing, of items not accepted.
4. Participants are required to submit photos of costume and sketches of proposed shop design, or improvement, or peddler cart design.
5. No construction may begin before consulting with and the completion of an on-site conference with the Site Manager, Crafts Coordinator and the person doing the actual construction. Plans: Permits are required and Crafts Coordinator will explain necessary steps.
6. All shops are required to be equipped with their own ABC fire extinguisher. If there is no flame, (including candles) a 5-pound extinguisher is sufficient. However, any heat emitted from flame or electrical device must have a 10-pound extinguisher. No gas flame, cooking unit, or like facility is allowed in any shop! The Larkspur Fire Chief may close shops not in compliance with this rule. Any booth using open flames for demonstration, etc., must be fire proofed by an approved spray method and inspected. Any questions should be directed to the Larkspur Fire Chief at 303-681-3284.
7. An exhibitor or craftsperson desiring to provide entertainment in their shop must have prior written approval of the Festival Entertainment Director to insure that the entertainment meets the Festival theme and costume standards and does not interfere with other entertainment. This entertainment may Not pass the hat or solicit tips.

9. An exhibitor or craftsperson desiring to interact with the cast on a regular basis must present their "bits" or ideas to the Entertainment Director for approval prior to street interaction. We strongly encourage you to interact with the Royal Court and Street Cast!
10. Exhibitors/craftpersons may not hire CRF entertainers to carry their banner in the parade.

MASKING

1. The entire footage, which you are renting, must be screened to prevent the public from looking or going behind the shop line. Make arrangements with your neighbors to mask your space. This screening must be high enough to prevent unwanted sights from being exposed.
2. If anyone from the public tries to go behind your shop you should contact a security person immediately.

ITEMS ABOUT WHICH THERE ARE SPECIFIC CRITERIA

1. All **T-SHIRTS** will be sold through the merchandise booth or at other locations with approval from the General Manager.
2. **BELT BUCKLES**: No manufactured buckle may be displayed or sold without a belt attached. The belt must be of a standard width for the buckle, made of at least 7-ounce leather and finished for sale.
3. **JEWELRY**: Must be 75% your own work. Findings, caps, etc. may compose only 25% of the price. Chains and the like must be attached to the piece. No loose chains, unless handcrafted, may be displayed. No commercial waxes may be used. All work must be original.
4. **GARMENTS**: Must show a significant amount of your own handwork. This handwork must be discernible to the untrained eye. No calico or other contemporary prints may be used. No T-shirt material or styles may be shown.
5. **CONTEMPORARY DESIGNS**: Any items of contemporary, southwestern and/or Native American design may comprise but not exceed up to 30% of overall display area in shop space. In order to depict the Renaissance theme, items of contemporary design etc. should not be displayed on the outside or very front areas of booths. Final location of displays is at the Craft Coordinator's discretion.
6. **DVD/CD'S** may be sold ONLY with the prior written permission of the Entertainment Director. This privilege may be revoked upon notice of improper merchandising techniques.

ACCEPTANCE OF ITEMS FOR SALE

1. Items accepted for sale shall be as written on page one of the Space Lease Agreement. No other items may be displayed or sold without the written permission of the Crafts Coordinator. Consideration of new items will be done by appointment with the Crafts Coordinator.
2. All items in the booth must be handcrafted. Sales people in the booth must be knowledgeable with all steps of the process of creating the items for sale.

3. Seventy-five percent of any finished product must be the handcrafted work of an identified artist. No commercial molds may be utilized.
4. Each sales location, whether booth or cart, should fall primarily into a *single media category*.
5. **No imports** will be allowed unless specified in writing by the Crafts Coordinator.

CUSTOM ORDERS

1. Exchange names, addresses, and telephone numbers.
2. Require a deposit to be shown on a written receipt of which both parties have a copy. The booth name and number should be written on the customer's receipt.
3. Set a completion/delivery date.
4. Inform your customer of your refund policy.
5. Notify your customer if for any reason you cannot meet any present date.
6. These regulations are in effect because a dissatisfied customer reflects on the entire Festival.

AWARDS

1. The Festival staff will judge Masterpieces in various categories. The criteria for the awards will be based on thematic relevance, design authenticity, overall artistic effect and quality.
2. Also judged will be shop presence, criteria, decoration, costuming, use of language, hawking and overall energy of shop.

ENTERTAINMENT

Dress Rehearsal:

1. **Mandatory Dress Rehearsal** for performers will be held one week before opening. **Saturday & Sunday June 6th & 7th at 10:00 a.m. at the Front Gate.**
2. Rehearsals are **mandatory** for all performers unless specified otherwise by the Entertainment Director. If you cannot make a rehearsal, please inform the Entertainment Director at 303-688-6010. If the Entertainment Director is not notified in advance, it may be grounds for dismissal.

Check In

1. Entertainers will be assigned a Photo I.D., which they must use to swipe in when they are going into the Festival Site to work at the beginning of each day. They must also use the same card to swipe out at the end of each day. This must be done in order to be paid for that day. Swipe in for entertainers will be at the Deck of the Festival Office.
2. **9:00 A.M. MORNING MEETING AT THE FORTUNE STAGE IS MANDATORY FOR ALL ENTERTAINERS ON FESTIVAL DAYS. PLEASE BE PROMPT, IN COSTUME, READY TO WARM UP AND GO TO WORK!**
3. The Entertainment Director maintains the authority to correct or change hat-passing techniques. Do not request money before performing, and **never** demand tips.
4. Hat-passing, CD/DVD sales are NOT permitted in the following areas: outside the front gate, 200' inside the front gate, or directly in front of a food area.
5. *Please remember it is a privilege to be on the CRF Entertainment Cast. Always conduct your self with professionalism, courtesy and joy!* Advise the Entertainment Director immediately of any problems or concerns you may have on a Festival day.
6. Our goal and responsibility is to create a living, breathing, believable Festival atmosphere at all times. Our job is to delight each and every patron that enters our Kingdom. With your cooperation, both individually and collectively, we can achieve this. Thank you for your commitment and your cooperation. (Who knows, you may just have the time of your life, too!) Huzzah! Let the Celebration begin!

GAMES

Whether or not you are a resident of Colorado, you must have an Amusement License.

The permit must be displayed in your shop and may be purchased from:
Town of Larkspur 303-681-2324.

HELPFUL INFORMATION

1. Exhibitors/Craftspersons may direct any costuming questions to the Crafts Coordinator.
2. Any further questions about costuming, language, character or interaction ideas may be directed to the Entertainment Director.

CLOSING NOTE

The Festival Staff is 100% committed to the safety and success of the Festival and all it's participants. Please work with us to ensure that we all have a safe and wonderful 39th Anniversary season... and remember, it is a Festival -- Enjoy it!!

Huzzah!