



**HAWK CREEK WILDLIFE CENTER'S
ANNUAL WILDLIFE AND RENAISSANCE FESTIVAL**

PARTICIPANT APPLICATION

PARTICIPANT TYPE (please check one)		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EXHIBITOR	VENDOR	ENTERTAINER

EVENT TIME: Set-up begins at 9:30 a.m. Saturday and Sunday to 10:30 a.m.; call if you need to set up earlier.
Event runs from 11:00 a.m. to 4:00 p.m.

SET-UP: You will be able to unload near your site until 10:30 a.m.
Set up must be complete and your vehicle in the parking lot by 10:30 a.m.
Hawk Creek provides 10' x 10' space and designated parking for 1 vehicle.
Takedown of sites begins immediately after the event—booths may not be closed before 4:00 p.m.
Your site must be left clean when you close.

COSTUME: Exhibitors and vendors are strongly encouraged to be in Renaissance costume if possible in concordance with the theme and spirit of the Festival. It's fun—we promise.
As this is a family event, appropriate dress is always required.

CONTACT: If you have any questions or special needs for this event, please call us at 716-652-8646.

CONTACT NAME	_____		
BUSINESS	_____		
ADDRESS	_____		
	Street Address		
	City	State	Postal Code
TELEPHONE/FAX	Daytime	Evening / Mobile	Fax
WEBSITE	_____		
E-MAIL ADDRESS	_____		
INFORMATION	NUMBER OF PEOPLE ATTENDING:		
Please describe your display and products if applicable and indicate demonstrations you'll perform.	_____		
	SATURDAY		SUNDAY
PREVIOUS VENUES	_____		
SPECIFIC NEEDS	_____		
Such as additional space, a special location, etc.	_____		
NOISE CONSIDERATIONS	_____		
	If you have animals that must be far from noise or your booth will produce noise, please help us plan accordingly.		

VENDORS

For the benefit of our guests and exhibitors, we allow some vendors to sell goods and services at their designated sites. To help us continue in our vital mission to the wildlife and community of this area, we ask for your kindness in offering a suggested minimum donation of twenty-five percent from your proceeds during the Festival.
As always, we tremendously appreciate your crucial support.

I have checked "vendor" in the participant type box above and intend to contribute _____ from the proceeds my organization generates at the Festival to Hawk Creek Wildlife Center, Inc.

OFFICE USE ONLY	<input type="checkbox"/>	CONT. REC'D.	<input type="checkbox"/>	ML	<input type="checkbox"/>	QB	<input type="checkbox"/>	TYL	\$ REC'D. _____
APPROVAL SIGNATURE _____									DATE _____



HAWK CREEK WILDLIFE CENTER'S
ANNUAL WILDLIFE AND RENAISSANCE FESTIVAL
RULES AND GUIDELINES

Please carefully review the following information before completing your application.

1. For your safety and that of the wildlife that will be present at Hawk Creek during the Festival, pets cannot be allowed on the grounds.
2. Please smoke in your car if you need to. No drugs, alcohol, or smoking is allowed on the grounds; vendors are not allowed to drink until the public has exited for the day.
3. Renaissance costume is encouraged. Adequate and appropriate dress is always necessary. Gothic apparel is not the same thing as medieval costume.
4. An exhibit site is typically 10' by 10'. Additional space may be requested on the application form. Each exhibitor must keep within the provided assigned area.
5. All participants must supply their own tents, umbrellas, table dressings, etc. Tables should be covered and tents should not overtly detract from the atmosphere of the Festival with exposed trusses, metallic siding, or reflective canvas.
6. Each space must be left clean at the end of the day.
7. Hawk Creek Wildlife Center, Inc. will not be responsible for damage to personal property during this event. Minimal secure indoor storage is available for items that must be left overnight between Saturday and Sunday.
8. Vendors are required to handle their own New York State sales tax, if applicable.
9. Booths must be manned at all times and exhibit their work for the entire festival day. Participants may not take down their exhibit until the end of the festival day.
10. Only Hawk Creek staff and reenactment demonstrators may carry medieval weaponry. Demonstrators' weapons must be peace-tied when not in use.
11. For planning and approval, we request that all applications be submitted by **July 1** of the Festival year. Late applications will not be rejected, but availability becomes more limited as the Festival date approaches.
12. Applications will be reviewed and accepted on a *first come first serve basis*, at the sole discretion of the event coordinators. Past vendors will be given priority, but will still need to submit a new application and return it in a timely manner.
13. Participants should enclose the following with their application:
 - a. A Web site address if available (see form).
 - b. A list of similar venues in which you have participated and when (see form; use reverse for more space).
 - c. Photographs detailing any goods sold or services provided.
 - d. Any appropriate and relevant literature, brochures, menus, etc. that may assist us in learning about you.Any materials you would like returned to you must be submitted with a self-addressed, stamped envelope. We are not responsible for any damage that may be sustained to these supplementary materials.
14. Participants displaying a craft are strongly encouraged to demonstrate the employment of that craft. Please let us know if your plans include such a demonstration.
15. Space assignments are selected by the event coordinators. Special requirements and locations will be considered, but exact locations are not guaranteed.
16. Main line electricity is difficult to provide, but may be requested if absolutely necessary. Please indicate your need on the application form and explain your reasons so that we may appropriately place you and route the cables to your site.
17. Hawk Creek Wildlife Center, Inc. is a philanthropic organization that does not explicitly endorse any particular political, social, or ethical agendas. We ask all exhibitors and vendors to please refrain from promoting such during the Festival. We reserve the right to reject or dismiss, at any time, any organization whose presentation, goals, or objectives may be offensive and not in the best interest of the community.
18. The Wildlife and Renaissance Festival *will not be canceled due to weather*, so please plan accordingly.
19. All participants must be completely set up and ready by 10:30 a.m. both Saturday and Sunday morning.
20. Any participant failing to meet all of the requirements and regulations may be asked to leave the festival area.
21. If you or your organization must cancel or alter your plans with us due to emergency or unexpected circumstances, we ask that you notify us *as soon as possible* so that we may adjust accordingly. Cancellation without notice will not merit future invitation.
22. Participants are responsible for providing their own meals; food and beverages may be purchased on site.

I understand and agree to the above terms as they are presented here (please sign and return with application):

Name (print)

Signature

Date

Please complete all fields and mail or fax both pages to:
Hawk Creek Wildlife Center, Inc.
P. O. Box 662, East Aurora, NY 14052 • Tel/Fax: 716-652-8646