

Great Western War XXV, October 8-14, 2024

Merchant Application Forms & Guidelines

<http://places.sca-caid.org/gww/>

Great Western War is one of the largest SCA events in Southern California, and we expect 2,000 + people to attend, many of whom make sizable purchases at this event.

Location: Buena Vista Aquatic Recreational Area, 13601 Ironbark Rd, Taft, CA. *IMPORTANT: There are two entrances to this park; please use the **western** gate located at 1003 Ironbark Rd.*

Merchant Registration: open June 9 – August 17, 2024

If you choose to register for your booth space via U.S. mail, you will still need to email the Merchant Steward all of your paperwork, post-marked on or before August 10, 2024. You will also need to mail your check to the Exchequer, post-marked on or before August 17, 2024. The merchant coordinator does not take payments.

Merchant set-up: Registered merchants may start setting up at **Noon on Monday, October 7.**

War opens: Noon (12pm) on Tuesday, October 8, 2024.

War closes: Noon (12pm) on Monday, October 14, 2024.

All merchants are required to have their space **cleared** by **no later than Noon Monday, October 14, 2024.**

Merchant Requirements & Rules of Operation

All merchants are to be set up within the Merchant Village. No merchandising activities are allowed to take place outside of the Merchant Village. Absolutely no amplified or non-period music that can be heard beyond your booth is permitted during set-up, tear-down, or during the event. This includes the time from **Noon (12pm) on Monday, October 7 - Monday, October 14, 2024.** No subletting of booth space is allowed. Your booth must fit inside the space allotted, including any camping tents if you are camping in your booth space.. The theme of décor in your sales booth, sales items, and the dress of all persons associated with the booth must be consistent with the acceptable historical time period of the SCA (pre-17th Century).

****VALID Fire Extinguishers are REQUIRED for EVERY Booth****

Booth and Gate Fees

You may pay all your fees when sending in your merchant forms. Gate Entry for two (2) adults is included in the fee for your first booth space. **All helpers/employees/family members must be registered online prior to September 21, 2024, in order to come on site prior to general opening of the event at Noon (12pm) on Tuesday, October 8, 2024.** Copies of these forms will be kept at Gate when you arrive. *Please make merchant registration checks payable to: "S.C.A., Inc. / Kingdom of Caid."*

Non-Food Merchant Booth spaces are \$130.00 for the first 20 ft x 20 ft lot (including ropes). This includes two (2) gate entry site tokens for your first booth space. There is a \$10 discount for members. Additional 20ft x 20ft spaces are \$40.00 each. Additional spaces DO **NOT** INCLUDE ADDITIONAL GATE ENTRY FEES.

Food Merchant Booth spaces are \$145.00 for a 30 ft x 30 ft space, including ropes. This includes two (2) gate entry site tokens. There is a \$10 SCA member discount. Food Merchants are required to obtain a [temporary Food Permit from Kern County.](#)

Set-Up

Merchants must check in at the Gate before proceeding to the Merchant Village. Copies of all forms will be at Gate. **All merchants are expected to be self-sufficient. If you need physical assistance in setting up your booth, you must make your own arrangements, including ensuring that all helpers are registered.**

Please note: all non-food spaces are 20 ft by 20 ft, **including ropes!** If you are a small booth, it may be possible to share the space with another small merchant. Contact the Merchant Steward to discuss this option. If you have a larger booth, you will need to pay for additional spaces (see Merchant Registration form, contact the Merchant Steward to discuss or if you have any questions). **Your booth must fit within the space allotted; if your camping tent**

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does not fit, it will need to be moved to a general open camping area. This must be coordinated with the Merchant and Land Allocation Stewards prior to setting up.

Registered Merchants may begin set up at Noon (12pm) on Monday, October 7, 2024. If you cannot find your space, ask for the Merchant Steward or one of the on-site Stewards and they will assist you. The Merchant Steward will not be readily available between 9pm and 8am. Night set-up must be carried out with full consideration of your neighbors.

Due to Park regulations, there will be very limited vehicle access off the pavement. You will be permitted to park on the grass **briefly** to unload your equipment. You may then move your equipment and merchandise to your space for set-up. Absolutely NO portable generators are allowed in the Merchant Village. Access to electricity is severely limited and available only to food merchants by prior arrangement with the Merchant Steward.

Teardown

All merchants and campers must remove tents, equipment, sales items, supplies, packing materials, and trash from their booth premises and leave the area in a clean and orderly condition by **Noon on Monday, October 14, 2024**. All trash is to be moved to the dumpsters. The staff can supply extra trash bags if necessary. Failure to comply with this clearance schedule could impact on your ability to participate as a merchant at future Kingdom of Caid events.

Deliveries

The Event Stewards will **NOT** accept UPS or other ground deliveries of your merchandise. There is a strict “No Drop-Off” policy. If you wish to arrange a delivery, you must be on-site to receive it. All deliveries must be met at the SCA Gate at the western end of the park. Any deliveries for persons not on-site will be refused.

Seller's Permits

All merchandise sellers must have valid site-specific Seller's Permit for “13601 Ironbark Rd, Taft, CA” issued by the California Board of Equalization, and must both provide a copy with their registration form and have one with them in their booth. **THIS IS REQUIRED BY LAW**. There are no exceptions, even for out-of-state merchants. This means you must collect sales tax on all transactions and file all the appropriate returns. If two or more merchants will be sharing a booth space, all parties must have a current Permit. There will be NO subletting allowed. If you provide a service and do not sell any merchandise, you do not need a permit. If you have a permit, be sure to bring it with you. If you do not, contact your local California Board of Equalization office on how to obtain a temporary permit. If you have filed but yet not received your Permit, write **“Pending”** in the Permit number space on the registration form and email a copy of your permit to the Merchant Steward as soon as you receive it.

If you do not have a valid site-specific California Seller's Permit, you will NOT be allowed to set up.

The closest California State Board of Equalization office for the site is in Bakersfield at 1800-30th Street, Suite 380, CA 93301-1922. We will be **happy** to provide a map to this office. Phone: 661-395-2880. To obtain a California Seller's Permit, go to the web site at: <https://onlineservices.cdtfa.ca.gov/>

Food Merchants

Food Merchants are required to obtain a [temporary Food Permit from Kern County](#) and permit application are attached in your Food Merchant Packet email

All food merchants will be placed together. There is a limited amount to electricity that is available **ONLY** to food merchants. You must contact the Merchant Steward to verify availability of electricity.

All food merchants must be familiar with any applicable rules and regulations concerning sale of food at the event. It will be your sole responsibility to ensure all requirements are met. This includes but is not limited to obtaining the proper permits and the following of guidelines for the hand and utensil washing stations set forth by Kern County.

Food Merchant Requirements:

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- All Food Merchants are required to obtain a Temporary Food Facility Permit from Kern County AND forward a copy to the Merchant Steward.
- All Food Merchants will be responsible for following the rules set forth in the Temporary Food Facility Guidelines, which includes but is NOT limited to the hand washing station and utensil washing stations. It is your sole responsibility to ensure all requirements are met. A copy of the guidelines is included in your packet information email.
- The theme of décor, sales items, and the dress of all persons associated with booths must be consistent with the acceptable historical time period of the SCA (~pre-17th Century).
- To ensure a period atmosphere and a positive War experience for everyone, a balance of food types should be maintained. A menu of food/drink items for sale must be submitted with your pre-registration packet. Once approved by the staff of Great Western War, the menu must be adhered to throughout the event (minor changes of style but not of substance would be allowed). No additional items may be added to the menu without consultation with the Merchant Steward. Our goal is to offer the populace a balance of goods available while giving each merchant the opportunity to offer different menus.
- Friday trick-or-treating will happen again this year; PARTICIPATION IS UP TO YOU.
- Electrical hook-up twist-lock connectors will be provided. Please feel free to supply your own connectors. You may use your own generator provided that it is rated "super quiet" (50-70 decibels or less). No other generators will be allowed.
- Space will be available in the parking lot adjacent to the Merchant Village for trailers.
- Trash cans will be placed in the area immediately in front of the food court and liners supplied. Regular pick-up of these cans will be arranged twice per day. During heavy sales hours booth staff will be required to monitor and empty these trash cans as needed. A designated trash collection area will be readily accessible to the vendors.
- No grey water, oil, or food residue is to be dumped/poured on the ground in any area of the event. Dumping must be done in appropriately labeled grey water receptacles on site, provided by the war staff.
- All Food Merchants are required to have a Valid Fire Extinguisher.**

Facilities

There is potable running water available throughout the Park, however you may wish to bring your own as access is somewhat limited. There will be showers in mobile facilities available near the Merchant Village. Electrical supply will be restricted to food merchants and the Food Court tent. It is extremely limited and available by prior arrangement only.

There are **gray water** tanks with funnels available close to the Merchant Village. You must use them for all gray water. You may NOT pour any water on the ground.

Ice will be available for purchase on-site.

FIRES: All fires in fire pits must be attended. **If not attended, the fire must be completely out**, that includes pits with red coals or embers in them. **DO NOT leave fire pits unattended.**

No **ground fires** are allowed. Bring a safe fire pit or hibachi, and obey all fire laws and regulations that may be in effect at the time, whether or not they are mentioned here or in other GWW event information (printed or online).

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Children On-site

Children under 5 must be supervised by their parent or designated adult/responsible teenager at all times. Children 5-11 must be within sight and sound of a designated adult at all times. Walkie-talkies, cell phones, etc. do not count. Youth 12 and up are considered able and responsible enough to wander freely, although parents are still responsible for their behavior. If your 5 to 11 year old would like to attend classes at Youth Point or go watch the fighting, or check out the lake while you are conducting business, you need to arrange with another adult to "keep an eye" on your child. This person is responsible for the child's behavior and safety, and must know where you can be found in case of emergency. A responsible teenager can be your "designated adult" if you are comfortable with that arrangement.

Note: if you are teaching or taking a class in the A&S area, you are considered to be within sight and sound. Please come with your child to Youth Point and tell the teacher you will be next door at A&S.

Pets at War : Please see the website / site rules for more information

Security

While you are ultimately responsible for your own booth, the Constabulary will make their usual rounds during the event. Volunteers to assist with this are much appreciated. Please contact the Volunteer Steward when you arrive at the site if you would like to help out.

Donations

As in years past, GWW will be conducting a Volunteer Raffle. This will be the **only official raffle** of GWW. The fabulous generosity of the Merchants has been a wonderful way to thank our many volunteers for all their work. If you are willing and able to make a donation to the raffle, please let the Merchant Steward know.

Camping

There will some camping space set aside near the Merchant Village for those not camping with their booth. If desired, select "Merchant Camping" when registering online. There is no fee for this process.

RV Campers

Our use area of the park will **NOT** include any full hook up sites for RVs. We can only provide **dry camping spaces** (no water, electricity, or sewer) in a paved or dirt lot. Dry RV sites can be reserved through the online registration process. Dry RV campers will be allowed to use the dump station at the full hook up site 1 mile from Dry lot.

If you require full RV hook ups, you must contact Buena Vista Reservations directly at 661-868-7050 or visit their web site at <http://www.co.kern.ca.us/parks/> to **make a private** reservation. Spaces are limited. The full hook up area at Buena Vista is approximately 1.5 miles away from the war site via a park road. No transportation will **be provided between the full hook up** area and the war site. This reservation **DOES NOT** include GWW site fees. You must pay GWW registration fees in order to come on the event site.

Parking

There will be one (1) reserved parking space per booth in the small lot next to the Merchant Village. The rest of the parking is at the west end of the park near the SCA Gate.

----- MERCHANT CHECKLIST -----

1. Read the entire Merchant's Packet.
2. Read and sign the Merchant's Agreement.
3. **Email the following items to the Merchant Stewards.** *Failure to include any of these items will result in the packet being returned to you and admittance denied.* Please note all forms must be filled out completely and submitted by deadline date.
 - A **signed** Merchant Agreement

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- A copy of your valid **site-specific** California Seller's Permit for "13601 Ironbark Rd, Taft, CA"
- Food Merchants** emailed copy of your Environmental Health Temporary Food Permit from Kern County to the Merchant Steward
- Registration confirmation number/email. (Anyone who has not registered online will not be allowed on site until the war opens to the populace at Noon (12pm) on Tuesday, October 8, 2024 . No Exceptions)
- Pictures of your booth and merchandise. (Link to website showing the merchandise is acceptable).

FORMS MUST BE RECEIVED BY AUGUST 17, 2024

Email all forms to: Beth S. Porter (Amicia Sennet 'de Bruges)

merchant.steward@gww.sca-caid.org

(760-382-2531) - Please, no phone calls after 9 pm PDT

or before 7 am PDT

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--- MERCHANT INFORMATION FORM ---

PERSONAL INFORMATION	Office Use Only
Business Name	PAID:
Name	Amount
Address	Receipt #
City	Space #
State/Province, Zip	
Phone	
Email	
Driver License/ State ID and State of Issue	
California Sellers Permit # (Site-specific REQUIRED)	

GENERAL INFORMATION			
Will you be camping with your booth	Yes	No	Will you need space in Merchant Camping?
	Yes	No	Yes
Do you require a DRY RV SPACE?	Yes	No	No
What will you be selling?			
May we leave your URL posted during the year?	Yes	No	
May we have your permission to post an email address/website URL on the GWW website?	Yes	No	
What day are you checking in? (This will affect your location within the Village)			
Give us the ACTUAL dimensions of your booth, including ROPES and height.			
For Emergency Purposes, PLEASE let us know where you are camping. We will keep this information secure.			
Is there anything else you want us to consider regarding your application or placement?			

This application is not valid until the following document is signed by the Merchant whose name appears on the application. Please make sure you understand this document thoroughly before signing it and do not sign it before reading all the Merchant Information and Merchant Rules. Contact the Merchant Steward if you have any questions.

I will be in full operation by Noon (12pm) on Wednesday, October 9, 2024, unless prior arrangements have been made with the Merchant Steward. Please note, if an exception is made, it may change placement of your booth space.

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I will remove all equipment, supplies, merchandise, and trash from the contracted space by Noon (12pm) on Monday, October 14, 2024. I assume responsibility for any hauling charges or other expenses incurred for disposal and/or cleanup of the contracted Merchant site.

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----- MERCHANT AGREEMENT -----

The Society for Creative Anachronism, Inc., Kingdom of Caid, thereafter referred to as the SCA, will hold an event known as Great Western War XXVI, hereafter referred to as the Event, on **Tuesday, October 8, 2024 through Noon (12pm) on Monday, October 14, 2024**, at Buena Vista Aquatic Recreation Area in Kern County, California. The SCA gives the undersigned individual, hereafter referred to as the Merchant, the privilege, as an independent operator (not as an employee or representative of the SCA, the Event, Buena Vista Aquatic Recreation Area, or Kern County), to operate a sales booth at the event, during above dates, in an area designated by the SCA or its agents.

The Merchant, in signing, agrees to abide by the conditions set forth in this document, and by directives of the Event, and their agents. The signing Merchant **MUST** be in attendance and tending his/her booth throughout the Event, or the selling space will be forfeit. No subletting of selling space is allowed. No exceptions. A site-specific State of California Seller's Permit (<https://www.cdtfa.ca.gov/>) for "13601 Ironbark Rd, Taft, CA" is **MANDATORY** and a copy must be on file with the Merchant Steward **PRIOR** to checking in on Site.

The SCA and their agents will monitor all rules during the Event, notifying the Merchant of any infractions, and asking that violations be corrected.

- I. The Merchant acknowledges being an independent operator, and that neither he/she, nor his/her agents or employees, shall have any authority to contract for or incur any liability or obligation on behalf of the SCA, the Event, Buena Vista Aquatic Recreation Area or Kern County, or any of their agents, and will indemnify the above entities against any and all claims that may be made against them due to activities of the Merchant. The Merchant shall be responsible for any costs, expenses, attorney's fees or judgments incurred by the entities mentioned above in this paragraph due to the Merchant's activities.
- II. The Merchant agrees to comply with all Park, Civil, County, State and Federal laws, rules and regulations concerning their activities and/or sales at the Event. If the Merchant fails to comply with said rules, or with any portion of this agreement, the Event may, upon notification, take immediate action which in their sole judgment may be necessary to protect the SCA, and the Event's interests, including but not limited to, the closing of said Merchants booth, removal of the Merchant's sales materials, removal of person(s) and halting the Merchant's activities on the Buena Vista Aquatic Recreation Area's premises, without refund of any fees or any other consideration to the Merchant.
- III. The registered Merchants' set-up will begin no earlier than **Noon (12pm), Monday October 7, 2024**. The Merchant will remove all equipment, sales items, supplies, packing materials, and trash from their booth and premises, and leave it in a clean and orderly condition by **Noon (12pm), Monday, October 14, 2024**. Failure to comply with this clearance schedule could impact the Merchant's ability to participate in future Kingdom of Caid events.
- IV. The Merchant assumes full responsibility for maintenance of their booth area and the area around it, keeping it clean and supplying all necessary materials for operation. Each merchant is required to supply their booth with a **Valid Fire Extinguisher**.
- V. The Merchant's theme of décor, sales items, booth and dress, and the dress of their assistants and other persons associated with their booths, must be consistent with the acceptable historical time period of the SCA (~pre-17th Century). The goal of the Merchant Village is to evoke the atmosphere of the Middle Ages and Renaissance. We appreciate your cooperation. Violations of, or exceptions to, these requirements shall be determined at the discretion of the Event or its agents.
- VI. The Event or its agents may inspect sales booths at any time. The Event reserves the right to demand removal of any sales items deemed unsuitable, in their opinion, for sale at the Event. Use of, sale of, or display of any illegal materials of any kind will result in the immediate cancellation of this agreement, closure of the sales booth, and forfeiture of all fees paid for the Event. Furthermore, the above-mentioned violations may result in the removal of the sales items and/or person(s) involved by proper authorities.
- VII. Everyone connected with the Merchant's booth are considered to be party to this agreement and must abide by the Merchant's Agreement and the rules and laws of the SCA (as set forth in the Governing Documents and the Laws of the Kingdom of Caid), the Rules and Regulations of Kern County and Buena Vista Aquatic Recreation Area, and the Laws of the State of California. This includes all helpers, assistants, family and minors in the company of the undersigned Merchant.
- VIII. By signing this form, the Merchant agrees that the officers and staff of the SCA, the Event, Kern County, Buena Vista Aquatic Recreation Area, and the State of California, and their agents are not responsible for injuries, loss or damage to person or property, and the Merchant agrees to abide by all decisions, rules and

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requests of the Event in regard to personal display and conduct at the Event.

I, the undersigned, hereby acknowledge that all parties connected with my Merchant Booth have carefully read and completely understand this Merchant's Agreement for the Great Western War XXVI and agree to abide by all the rules described herein.

Legal Name (Print)	
Signature	
Date	
Business Name	
Your SCA Name	

Email all forms to: Beth S. Porter (Amicia Sennet 'de Bruges)
merchant.steward@gww.sca-caid.org
(760-382-2531) - Please, no phone calls after 9 pm PDT
or before 7 am PDT