

**Faire In The Grove Merchant Registration**

Friday - Sunday, April 23 - 25, 2010

Office Use Only Date Received:
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**DEADLINE FOR SUBMISSION IS April 16, 2010**

Business Name: \_\_\_\_\_

Owner SCA Name: \_\_\_\_\_

Owner SCA Membership Number: \_\_\_\_\_ Today's Date \_\_\_\_\_

**Please include a copy of your SCA membership OR Company Business Card  
To help determine the number of merchant requests to attend this event.**

Owner Modern Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

In an emergency, contact: \_\_\_\_\_

Website: \_\_\_\_\_

Goods Sold: \_\_\_\_\_

Do you demo anything? If so, please explain: \_\_\_\_\_

Any special needs, like power or other requests? We will do our best to accommodate you.  
: \_\_\_\_\_

**Booth Space:** Each booth will be 10'x10'. Corner booths (one per request) will be first come, first served, and by request only. Booths must have a set-back of at least 5 feet to allow traffic flow along paths. Contact us for more information on exactly where your booth will be located as registrations come in.

**Site Fees:** A nominal site fee, for all merchants of **\$20, payable to Pacific University.** (regardless of booth size)

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- One booth (10' frontage)
- One booth (10' frontage), corner requested
- Two booths (20' frontage)
- Two booths (20' frontage), corner requested

Mail your completed registration form and check payable to Pacific University

to:  
Pam Kofstad  
Pacific University  
2043 College Way  
Forest Grove, Oregon 97116

email: kofs5807@pacificu.edu

## Fairegrove Merchanding Information

Welcome to our fair village. For this event, we are trying to recreate the sounds, smells, sights and feeling of a medieval village square. As this is an SCA demo – **Please do your best to show our guests (the public attending) the ambiance of the Current Middle Ages by wearing garb and offering items as medieval as possible.** If you have any questions that are not answered here, feel free to contact us:

For questions about  
information not on the website  
or included on this form,  
contact the Event Steward: Angela Rosa Delamora, autocrat@faireinthegrove.com

**Location:** Fairegrove will again be at our new location, Hosted on the spacious front lawn of: **McMenamins Grand Lodge** 3505 Pacific Ave. Forest Grove, OR 97116

**Check In:** As soon as you arrive, find the Autocrat's station to check in and someone will help you locate your booth space. There is loading on either side of the Grand Lodge and there will be event parking at the ACE Hardware parking lot on the corner of Pacific Hwy and 47, (kitty corner to the Grand Lodge) Please check the website for announcements and new information about alternate parking and cargo trailer parking as it's available. There is lodging available at the Grand Lodge and several very close motels. Watch the website for details. McMenamins will have constables roving after 10pm, but **Merchants are still responsible for the security of their booths and wares.**

**Site Fees:** A nominal site fee for all merchants of **\$20, payable to Pacific University.** (regardless of booth size)

**Times: Site open at 3pm Thursday. April 22nd for merchant setup.**

**Open to the public:** Friday April 23rd: 3 pm to dusk, Saturday, 10 am to dusk, Sunday April 24th: 10 am to 3 pm

**Loading & Unloading:** McMenamins has given the word for 2010, there will be **NO DRIVING OR VEHICLES ON THE LAWN.** Be prepared to transport your goods to your booth by hand truck or carts, etc.

**Parking:** There will be several off-site parking areas only a few yards from the event site. When checking in on Faire day, pick up a parking pass and display it prominently.

**RV or Trailer parking:** (not cargo trailers) McMenamins has designated a specific area for RV parking and there will be no additional RV parking on site once that is full. Parking passes will be issued and must be displayed at all times. Once unloading is finished and your vehicle is found in the guest parking area, you will be asked to move it to the off-site parking areas. This will be strictly enforced. You need to contact us well in advance as the RV space is limited.

**Sleeping space:** Merchants will be allowed to sleep in their booths. If you wish, you may camp in the Staff camping area on the lawn. Please watch the website for announcements and local motels. Check with McMenamins if you'd like to reserve hotel space at the Grand Lodge.

**Making Change:** Vendors should be prepared to bring more change - merchants were constantly making change with McMenamins staff, and they ran low. Please be ready for lots of sales!

**Food:** – McMenamins will be the only food vendor on site. Merchants and Staff campers may bring their own food. There is food available at various restaurants and a grocery store ½ mile west of the site.

**Pets:** the Grand Lodge has a **NO DOGS** policy, please respect this.

**Application forms will be accepted via postal mail, or via PDF FILE.**

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(if emailing a PDF, please make your PDF files less than 1 mb – Thank you)