

Medieval Fantasies Company Handbook

Ye Olde Instruction Gyde For all Staff, Performers, and Vendors participating at MFC events.

Welcome Lords and Ladies! Step back to a time when romance and chivalry abound. Enter a magical time where knights, dragons and fairies play. Explore a place where people take pride in their craft and trade. Hasten hither and explore our wondrous wyrd!

CONTENTS:

<p><u>What does Renaissance mean?</u> <u>What Is Faire?</u> <u>Who works at Faire?</u> <u>What Do I Wear?</u> <u>Weapons</u> <u>What Do I Do?</u> <u>Street Etiquette</u> <u>Street Acting</u> <u>Proper Elizabethan Accents</u> <u>Forms of Address</u> <u>Events</u> <u>Workshops and training</u></p>	<p><u>Staff</u> <u>Performers</u> <u>Merchants</u> <u>Merchant Do's and Don'ts</u> <u>Tent/Booth Specifications</u> <u>Fridays at Faire</u> <u>Saturday and Sunday at Faire</u> <u>Monday at Faire</u> <u>Masquerade Ball</u> <u>Animals</u> <u>Smoking</u> <u>Who are the Knights?</u> <u>In an emergency</u> <u>Position Descriptions</u></p>
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MFC does not endorse any religious, political or cultural beliefs or practices. Any displays of such are solely the responsibility of the individual, performer or vendor.

MFC operates rain or shine with the exception of extreme weather which would be unsafe for Staff or Patrons to include but not limited to Temperatures below 32 degrees or above 105 degrees Fahrenheit, Lightning within 1 mile, Hurricanes, Tornados, Snow or Ice which make roadways unsafe or Damaging Winds.

What does Renaissance mean?

Renaissance means rebirth and renewal. The Renaissance followed a period of time known as the Dark Ages. This was from about 700AD to 1400AD. It was also known as the Medieval Period. War and disease was rampant. Survival was the top priority. This was the time of King Arthur and Robin Hood. If you remember in these stories, the corrupt officials that ruled at that time oppressed the people. Camelot was seen as a shining example for Royalty and in Sherwood forest, the riches were returned to the poor.

In the Renaissance period all that changed. From about 1500 to the late 1600's music, art, science, and religion flourished. This was the time of Shakespeare and Michelangelo. Queen Elizabeth ruled England with a firm and just hand. This State of Virginia is named for her. Some Faires have King Henry the 8th as their Monarch. Others have a King and Queen that are not based any particular historical person.

What Is Faire?

Renaissance Faire (Ren Faire or just Faire) is a mixture of many things. It's partly an arts & craft fair, its partly historical reenactment; it's partly performance art. Everyone working at Faire dresses in costumes (or garb) typical of the late Elizabethan period, though you may see Vikings, Celts or Romans as well! There are many

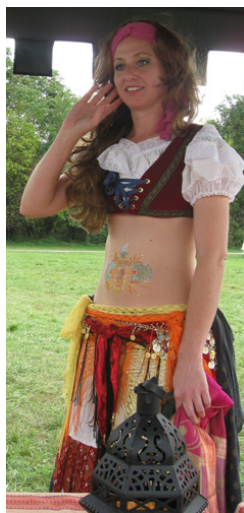
booths selling both gifts and food. Parades wind their way through the crowds. Jugglers, musicians, magicians, and other entertainers perform through the day. You wander about, examining goods for sale, sampling foods, watching plays and performers. If you've never been to a Faire, then it's hard to convey a sense of it. The sheer number of things to see overcomes most people when they go for the first time. And I don't mean number of things quite in the sense of say a shopping mall, though the comparison is there. But there is no chrome or decorative lighting as in a mall atmosphere; instead there are ribbons and flags waving in the wind, the sound of bells and lutes in the air, the lilt of foreign accents, the smell of cooking foods and flowers, the warmth of the sun on your face and the wind in your hair. The setting aside, what differs more is the people; many, dare I say most; people are at faire because they want to be there. People work at faire to have fun, to entertain; they want to socialize. If you're willing to play with them, they're happy to banter with you. When was the last time someone tried to sell you something by insisting it was carried on the backs of explorers from the wilds of the far off Indies?

Who works at Faire?

All Cast, Volunteers, Staff, Knights, Photographers, Activity Directors, Shoppe Keepers, Games Attendants, Peddlers, Faire Nurse, Gatekeepers, Performers, Living History Groups or Individuals, Merchants, Managers or any other MFC Contracted Personnel associated with the Event is classified as a "**MFC Participant**". You will find this term throughout the Handbook referring to those persons Contracted by MFC for various Events.

What Do I Wear?

Clothes that you may have about that generally pass as faire-like include: Natural leather shoes, boots, and sandals. Barefoot always works! Blowsy shirts in natural colors, natural leather vests. Blowsy dresses in natural colors. Snug fitting pants without pockets if possible (tights). Hats, hoods, head wraps, big straw hats are great. No cowboy hats or ball caps! No sunglasses or wristwatches. Prescription glasses are fine, as are pocket watches. If you smoke, please go to the staff break area to smoke. No smoking in the Event area, this includes vendors. Cell phone and portable radio use is prohibited on site. Knights and Managers are exempt from this ruling but only in extreme cases. If you must use your cell phone please go the break area. Vendors may use their cell phones in their booths as long as it is done with discretion. A wool cloak for chilly nights and rainy days is nice too! Wool will keep you warm even when wet. Also have a bota, mug, tankard or horn to drink from. It's easy to get dehydrated. Drink water or sports drinks all day, all the time. Have a pouch or basket with light foods. Fruit, pickles, cheese and bread give you lots of energy. They are easy to eat and are authentic. Use sunscreen liberally. It's easy to get cooked! Take a break once in a while.





Weapons

Approved MFC Participants may carry weapons. At some events Patrons are allowed to carry weapons providing they are allowed at the Event and the weapon is peacebound by our Knights. Peacebinding secures a weapon by the use of cable ties or other methods in such a manner that it may not be withdrawn, or wielded. Eating daggers with a length of 5 inches or less are not required to be peacebound except where local laws state otherwise. Weapons carried by MFC Participants are not required to be peacebound, mishandling a weapon will result in immediate revocation of this privilege. Most of the swords and bows you'll see are very real, do not touch without permission! A hiking staff is a good choice, most people used them in medieval times. Only Nobility and soldiers could carry weapons of war and defense. No one under the age of 16 may carry steel weapons with the exception of eating daggers, however they may be allowed to carry wood, bamboo or rattan. Anyone working with MFC wishing to carry a weapon must have participated in weapons safety training and have met the requirements to do so. Weapon definitions: A sword, axe, mace, flail, pole arm, spear, bow, crossbow and knives with a blade length greater than 5 inches. Patrons may not carry spears or pole arms, arrows and bolts must be peacebound in a bundle in such a manner that a single projectile may not be withdrawn. Chris Pugh or Mia Pugh, the Company Owners, has final say on who may or may not carry a weapon by anyone.

What do I do?

Most of all have fun! Be friendly with people; remember we want them to think they have stepped back in time. So play your part and don't be afraid. If your accent is not quite right or the way you says things is a bit off, don't worry. Most people will not know the difference and still think it all very wonderful! If you engage someone in a bit, and they don't want to participate, just give them an out and be on your way! They will probably just smile as they watch you go elsewhere. Additional information on specific jobs and assignments can be found in Position Descriptions.

Street Etiquette

Here is a list of rules, or perhaps suggestions, which outline good conduct as an Event worker, be you staff, performer or vendor.

- 1)** Make sure a patron wants to play before pulling them into a gig. Some people are shy, and don't want to be the center of attention. Forcing them into a gig is unrewarding and could scare them away. Don't let this dissuade you from gigging; just because a few people don't want to participate. Most people want to play with the actors/actresses. Just take no, as a no. Always provide them (and yourself!) with an out so that the gig may be terminated without excessive awkwardness.
- 2)** Stay in BFA (Basic Faire Accent) whenever patrons are present. Too often people use "normal" English,

which detracts from the experience for the patron. The less you allow yourself to utter in "normal" English in the course of a day, the less you'll find you're tempted. It's a weaning process, if you speak "normally" to your friends during the day; your chances of getting it right with a patron are low. For that matter, nothing prevents patrons from overhearing you quite like muttered BFA.

3) Don't talk about the real world in front of/to patrons. Don't ask them what the score was at the baseball game, or talk about getting your new computer. Let them enjoy the Event atmosphere. More of the same, if you're not buying into the fantasy, what're you doing wearing funny clothing?

4) If you're a vendor, don't touch patrons physically when you're trying to get them over to your booth. It makes people uncomfortable when someone assumes that kind of familiarity. Faire Folk don't seem to mind it, as much but some people need their space.

5) Try to use period plates and utensils whenever possible. A good mug isn't that expensive and on a hot day a huge mug is a blessing.

6) Make sure patrons water their animals regularly. Most visitors don't realize how heat can affect their pets. Heat and dust will dehydrate an animal very quickly.

7) Have fun, remember we're here to have a festival, if we have fun so will the people visiting. Sometimes you must amuse yourself first -- a smile on your face can put a smile on many faces.

Street Acting

The majority of acting at faire or an event is not rote and recitation, though that has its place; rather its interactive and improvisational acting. Improv classes certainly can help, but generally a few wits are all that are required. Remembering three things make all street interactions easier: a) offer a situation in which you possess an out, something that can allow you to continue on your way; b) don't be afraid to use your out, but allow someone else to speak too; c) speak slowly, give yourself time to think. The terms used to describe street acting include:

Bit/gig: A small bit of prepared material which can generate conversation. Sometimes this is a material object: "I say good man, have you ere seen a more magnificent fish?"

Sometimes it's a query: "I possess a terrible boil, could you help me?" Or even a metaphysical question: "While the Moon is a lesser body than the lordly Sun, they occupy the same sphere; how does the moon not catch fire?"

Out: Your ticket to freedom or a convenient way to end a bit. These are generally tailored to suit a bit, but can be very general. "Thankee good gentles, I can tarry no longer." Or "Gods teeth! I've forgotten my baby!" And when they've just grown tedious, "Allow me to ponder these words; I will speak with thee anon."

Stall: A phrase, sound, gesticulation used to stall for time. Ideally you should be able to spit it out whenever you get stuck and give you or someone a moment to jump in. "Be that the truth." "Weeelllllll thennnn."

Block: A refusal to participate. A block differs from an out because an out accepts the other person's bit and passes on it. A block ignores whatever has been offered. An example: "Hast thou a three-eyed pig seen?" "Nay". Patrons block all the time because they feel shy or put upon, gauge this carefully. Finally, there's a big difference between "No" and looking around furtively, sticking your hands in your pockets, looking up at the sun, whistling, and saying "Ahhhh, no."

Proper Elizabethan Accents

Proper Elizabethan language is not the modern 'snooty' English of many plays and movies, nor the drawn out cockney accent; proper Elizabethan is more akin to the speech of back wood communities on the East Coast of the United States, where language has not changed significantly since the founding of those communities. Language is a living thing and evolves with time: new words are created and old ones altered. This evolution is obvious when comparing Swiss German and High German (your high school German won't help you talk to the Swiss), but even in the United States the comparison may be struck between a New York accent and New Orleans patois. Mainstream English, under the relentless influence of media's unifying force, is fast becoming a dry and brisk language, devoid of character and romance.

Altogether another reason for faire: filling the void. So, after you've put on suitable clothing to project yourself into a different era, you need conceal your speech. To this end, back to grade school! The three things to learn are: pronunciation, vocabulary, and grammar. Learning to speak passable faire Elizabethan is easy. It simply

requires some practice of the pronunciation, and some memorization of common vocabulary. The problem I had when first working at faire was that I felt very self-conscious about my accent: DON'T BE! To the traveler / guest / visitor / person off the street, nearly any attempt to sound 'authentic' will be music to their ears! The workers at faire, who through practice have gotten good at speaking, aren't going to make fun of you either -- we all know it takes work and faire is the best place to practice! (Start ranting about "Aye Sir and beneath my feet the earth did tilt tossing my ale hither" while in a bar and you'll be lucky if you're only asked to leave...) More advice: speak slowly. Take some time and think about what you're going to say, scratch your head, look around, and finally answer.

So practice at faire or in your car or with friends (careful, this is a quick way to lose non-faire friends). You're learning a new language and you won't be perfect overnight.

Start by learning where the sounds of Elizabethan differ from modern English. This has the side effect of teaching you many short words. Then work on some other words and learn the terms of address for the different people you might meet. Finally, load yourself up on insults and words of praise, smear your face with dung and try to find a date!

References: William Shakespeare is the most cited reference to Elizabethan speech. In particular, *The Merry Wives of Windsor* provides excellent examples of peasant speech. Other contemporaries include Ben Jonson.

Forms of Address

The Elizabethans had a very socially stratified society. Unlike modern day in the USA, people were well aware of their social standing as compared to the social standing of the person they were addressing. While it's not uncommon to address someone as Sir or Madame, most people don't use such honorifics while walking down the street. Sometimes in modern usage we address people by their professions as the Elizabethans did; this manifests itself in certain situations such as: Good evening, Officer or Yes, your Honor. This is also found with Doctor, Professor, but note not with Lawyer; respect is given where it is due!

While at faire, in order to feel comfortable addressing people, you need to have a feeling for your social level and theirs. Fortunately, people wear clothing in accordance with their social standing, making it easy to make a quick judgment.

The words used to address someone are based on both social status and familiarity.

For example, the Earl of Warwick could refer to the Earl of Pembroke as Pembroke, My Lord, cousin, Sir, etc. depending on the circumstance. Coming from a merchant or peasant, both would be addressed as my Lord, my Lord Earl, or similar.

Sir or Mistress is always a safe bet for someone who is not nobility but who is dressed well. An older man might be addressed as Father. Someone of your social standing or slightly above could be called Goodman, Goodwife or by their name or profession as Master Patrick or Master Brewer. A familiar tone may be taken by calling someone Cousin.

To children, my lad/lass, or good young sir is appropriate, perhaps erring on the side of safety with my young lord/lady.

To nobility, my Lord, or my Lady is safe if you don't know their exact name or title.

The Queen is of course referred to as Your Highness or Your Grace. In the third person, the Queen can be called Her Majesty, but this is not appropriate for addressing the Queen directly. Similarly, the King is Your Majesty or His Highness. Dukes, Duchesses can be likewise be addressed as Your Grace.

Archbishops and Bishops are referred to as Your Grace, whereas lower members of clerical orders are referred to as Sir Priest. Deacons, Sextons, etc. would be referred to as Master or, if of obviously lower economic status, Goodman.

Officeholders, such as judges, constables, or bureaucrats, and esquires may be called Your Honour or Your Worship.

In general, extra words such as Good may be thrown in to add further flattery and pomp to an address. Good my Honorable Lord Constable!

Wench refers to a serving woman and is a perfectly acceptable form of address when appropriate. Personally I hesitate at addressing travelers as wench unless they've demonstrated a willingness to play. Sirrah doesn't have the same modern-day meaning as wench, but it should! It is a slightly demeaning way to address someone: such as a surly child, or in jest to a friend. Coming from a better, this address would sting a bit.

Recommended Films

The following films are recommended to assist you in creating your persona;

Ever After

Shakespeare in Love

Much ado About Nothing

The Lion in Winter with either Peter O'Toole & Audrey Hepburn or Patrick Stewart & Glenn Close

Elizabeth

Elizabeth the Golden Age

Knights of the Round Table (1953)

Ivanhoe (1952)

Ivanhoe (1982)

Romeo and Juliet (1968)

Hamlet (1990)

Events

MFC conducts many types of events, Faires, Weddings, Birthday Parties, School and Living History Programs just to name a few. There will be times when MFC Participants are needed for these Events. A "Now Hiring" ad is placed on the website for these openings. The job is usually specific and often only for that particular event. Specific information will be listed on the website for the job. Sometimes a person or Merchant has a particular talent or ware that we need for that Event and preference will be given to those persons. Other times it is whoever contacts us first. Please see the Position Descriptions for more information.

Workshops and training

Instruction for your particular job, such as Games Attendant, Gate Keeper, etc is usually offered the day prior to the Event or the morning prior to opening. If more involved training is required arrangements with the Staff member will be made. The date and time of training will be specified in your Application/ Contract, failure to attend this training could result in forfeiture of your job.

***Selection of Performers, Merchants, Living History and other participants
is based upon the following criteria:***

Period Tentage

Ability to fit within the theme and atmosphere of the Event

Type of Merchandise, Performance or Service offered

Prior participation and good standing with MFC

Completion of Application/Contract received with full payment of Merchant fee

Staff

All Staff must fill out and sign an Application/Contract for each Event. Specific information regarding the Event will be listed on the Application/Contract. MFC is not responsible for Staff's transportation, food or lodging while at an Event. Staff must provide proper garb and are responsible for meeting appearance standards of MFC. All Events are held rain or shine with some being held outdoors. MFC is not responsible for any personal items that might be stolen, damaged or destroyed in any manner while on the Event grounds or elsewhere. Staff might have their photograph taken and used for promotional purposes by MFC. Staff will be compensated within 14 calendar days after the Event. Failure to perform the duties assigned may result in forfeiture of this compensation. MFC provides no benefits such as unemployment insurance, health insurance or worker's compensation insurance to Staff. Staff is responsible for payment of all federal, state and local income taxes. When working as a Shoppe Keeper, Game Attendant or Activity Director, we expect you to be outgoing and interact liberally with Patrons. Invite Patrons to play and

loudly “hawk” your game or activity. If you lose your payment check you may request a replacement check within seven (7) calendar days. A \$20 fee will be deducted from the replacement check. Staff are expected to work each day of an Event unless other arrangements have been made. All trash must be kept picked up and placed in the proper receptacles provided. At the end of the Event all trash will be taken by Staff to the trash containers or dumpsters provided prior to leaving. Non compliance with these requirements may result in termination of the Staff and may result in forfeiture of payment to the Staff member. MFC Staff T-shirts, shorts, sweatpants and Sweatshirts are available to wear during Setup/Takedown at Events. Please contact Chris or Mia Pugh for more information.

Living History Groups

All Living History Groups must complete, sign and return an Application/Contract for each Event. Specific information regarding the Event will be listed on the Application/Contract. MFC is not responsible for Living History Group’s transportation, food or lodging while at an Event. Living History Groups must provide proper garb and are responsible for meeting appearance standards of MFC. All Events are held rain or shine with some being held outdoors. MFC holds the right to delay, cancel or reschedule any presentations due to inclement weather or other unforeseen reason. MFC is not responsible for any personal items that might be stolen, damaged, lost or destroyed in any manner while on the Event grounds or elsewhere. Living History Groups might have their photograph taken and used for promotional purposes by MFC. The display and demonstration of weapons or other hazardous presentations must be done within an area where Patrons are not endangered. Allowing Patrons to handle weapons is not encouraged however for educational purposes may be done with strict supervision of the Living History Group. Living History Groups are responsible and will be held accountable for the safety and welfare of Patrons. MFC encourages passing the hat or taking donations. Living History Group information will be posted on the official MFC website including name and logo (if available) and on printed advertising materials. MFC offers free vending spaces to Living History Groups wishing to vend, who must also complete a Merchant Application/Contract. MFC provides no benefits such as unemployment insurance, health insurance or worker's compensation insurance to Living History Groups. The Living History Group shall be responsible for providing all tools, props, and materials required for the presentation agreed to. The Living History Group is responsible for payment of all Federal, State and Local income taxes. Living History Groups are to be on site and ready to perform no later than ½ hour prior to opening. Living History Groups arriving one hour or less prior to opening are considered “No Shows” and their compensation terms will be considered void. Living History Groups are expected to be open and interact with Patrons on each day of an Event unless other arrangements have been made. All trash must be kept picked up and placed in the proper receptacles provided. At the end of the Event all trash will be taken to the trash containers or dumpsters provided prior to leaving. Non compliance with these requirements may result in removal of the Living History Group from MFC's listing as well as monetary fines. Living History Groups except for those involving animals, weapons, fire or other hazardous forms are not required to have insurance, however all Living History Groups are responsible for their own insurance.

Performers

All Performers must complete, sign and return an Application/Contract for each Event. Specific information regarding the Event will be listed on the Application/Contract. MFC is not responsible for Performer’s transportation, food or lodging while at an Event. Performers must provide proper garb and are responsible for meeting appearance standards of MFC. All Events are held rain or shine with some being held outdoors. MFC holds the right to delay, cancel or reschedule any Performance due to inclement weather or other unforeseen reason. MFC is not responsible for any personal items that might be stolen, damaged, lost or destroyed in any manner while on the Event grounds or elsewhere. Performers might have their photograph taken and used for promotional purposes by MFC. The display and demonstration of weapons, fire juggling or other hazardous Performances must be done within an area where Patrons are not endangered. Allowing Patrons to handle weapons is not encouraged however for educational purposes may be done with strict supervision of the Performer. Performers are responsible and will be held accountable for the safety and welfare of Patrons.

Performers will be compensated within 14 calendar days after the Event. MFC encourages passing the hat or taking donations. Performer information will be posted on the official MFC website including name and logo (if available) and on printed advertising materials. **Available option:** MFC offers free vending spaces in lieu of Performance fees. Performers wishing to vend and not use this option must also complete a Merchant Application/Contract. MFC provides no benefits such as unemployment insurance, health insurance or worker's compensation insurance to Performers. The Performer shall be responsible for providing all tools, props, and materials required for the Performance agreed to. The Performer is responsible for payment of all Federal, State and Local income taxes. Performers are to be on site and ready to perform no later than ½ hour prior to opening. Performers arriving one hour or less prior to opening are considered “No Shows” and their compensation terms will be considered void. Performers are expected to perform at least once on each day of an Event unless other arrangements have been made. If payment check is lost, request for replacement check must be received within seven (7) calendar days. A \$20 fee will be deducted from the replacement check. All trash must be kept picked up and placed in the proper receptacles provided. At the end of the Event all trash will be taken by the Performer to the trash containers or dumpsters provided prior to leaving. Non compliance with these requirements may result in removal of the Performer from MFC's listing as well as monetary fines and forfeiture of payment to the Performer. Performers except for those involving animals, weapons, fire or other hazardous forms are not required to have insurance, however all Performers are responsible for their own insurance.

Merchants (Vendors)

All Merchants must complete, sign and return an Application/Contract for each Event. Specific information regarding the Event will be listed on the Application/Contract. MFC is not responsible for Merchant's transportation, food or lodging while at an Event. Merchants must provide proper garb and are responsible for meeting appearance standards of MFC. Food Merchants are encouraged to wear period garb however it should not interfere with safety. Black slacks with white button up shirts as well as natural colored aprons are acceptable. No ball caps or t-shirts with logos or writing. All Events are held rain or shine with some being held outdoors. MFC is not responsible for any personal items that might be stolen, lost, damaged or destroyed in any manner while on the Event grounds or elsewhere. Merchants might have their photograph taken and used for promotional purposes by MFC. All persons attending with a Merchant who are upon the Faire grounds or within your Merchant Area need to be appropriately dressed to fit within the theme of the Event.

Merchant's Fees are as follows:

Strolling Merchants - Mobile presentation that does not require a stationary location. Strolling Merchants are charged a fee of **10% of their sales for the Event**. Examples would be a Merchant selling from a small mobile cart or carrying their wares in a basket or similar.

All Merchants must specify upon Application/Contract the space required to include area needed for all ropes, stakes, awnings, attachments, signage, camping shelters adjacent to Merchant Booth and other miscellaneous features. If accepted, Merchants will be given only the amount of space specified, no exceptions. Merchant spaces are granted at the location designated by MFC Management to meet the needs of the Event. Spaces will not be relocated unless there is a safety issue or other extenuating circumstance. Merchant Application/Contract will not be accepted without an image of your Merchant setup and payment unless other arrangements have been made, no exceptions.

**All Merchant fees for tents up to 20'x20' are \$75.00 per Event
Tents exceeding 20'x20' require prior approval, additional fees apply**

Merchants are responsible for providing all tools, props, shelters, tables, chairs and materials required. Merchants are responsible for payment of all Federal, State and Local income taxes. Food Merchants are responsible for complying with all Local and State Health Department regulations and meals tax. All Food Merchants must send their Temporary Food Permit Application with applicable Fees to MFC offices at least four weeks prior to any Event. There are a limited number of Merchant spaces available, and that space will be granted or denied at the General and Assistant Manager's discretion based on available space, previously approved Merchants, and merchandise being offered for sale. All merchandise for sale must be Renaissance, Medieval, Fairy, Fantasy or Celtic in nature as well as suitable for a Family Event. Other items must have approval by MFC Management prior to the opening of the Event. MFC does not encourage "exclusive rights" to sell particular types of items. For example: a Merchant requesting to be the only jewelry vendor on site. However if a Merchant insists on doing this, the Merchant is allowed to ONLY sell the items specified and the Merchant fee is then \$200 per day per 20x20 space. Merchants entering into this type of agreement and then offer items not authorized will no longer vend at MFC events again. Merchant's information will be posted on the official MFC website including name and logo (if available) and on printed advertising materials. Weapons are allowed for sale at designated Events. ALL weapons for sale MUST be peace-tied or boxed. If a box is available, it must be taped shut with the weapon inside when it leaves your booth. If no box is available the weapon must be secured in such a manner that it may not be drawn or brandished. Polearms and Spears may not be sold. Remember to bring your cable ties and packing tape, these will not be provided. You will not be permitted to sell weapons without following these rules. Setup of all tentage, decorations and associated needs of the Event will begin the day prior usually no earlier than 12 noon, exceptions will be noted on the Application. All Merchants must check in with Chris or Mia Pugh prior to unloading. Take down may not begin until the closing announcement of each day of the Event. Merchants closing early without permission may be refused participation at future Events. Merchants are to be set up and ready for business no later than ½ hour prior to opening. Merchants arriving one hour or less prior to opening are considered "No Shows" and will not be permitted to setup and will not be refunded their Merchant fee. Merchants are expected to be open for business each day of an Event unless other arrangements have been made. All trash must be kept picked up and placed in the proper receptacles provided. At the end of the Event all trash will be taken by the Merchant to the trash containers or dumpsters provided prior to leaving. Non compliance with these requirements may result in removal of the Merchant from MFC's listing as well as monetary fines. Merchants except for those offering weapons, food and beverages are not required to have insurance however all Merchants are responsible for their own insurance.

Tent/Pavilion Specifications for Merchants, Performers, Living History and Staff

MFC Participants are responsible for providing their own tent or cart. All structures must have a Renaissance/Medieval theme in their appearance. All MFC Participants needing shelters are expected to supply period style pavilions, tents or booths or adapt modern structures to the theme of the Faire. All modern features must be masked and hidden. All non-period/metal tables/chairs/etc. must be covered, including legs, in such a manner that suggests they conform to the Medieval/Renaissance theme. (A canvas drop cloth, painted or dyed, is a cheap way to hide any bright blue plastic tarps or EZ-UP.)

NOTE: The use of multiple EZ-UP shelters will only be allowed if adapted to a unified appearance fitting the theme of the Event. EZ-UP shelters must be connected to one another in order to appear as a single booth.

All "non-period" equipment on your person or in your booth (fans, cell phones, pagers, credit card machines, coolers, etc.) must be out of sight of Patrons. All pagers and phones must be in silent or vibrate mode or turned off. The general set-up and display media used in booths is expected to

appeal to the Medieval and Renaissance period styles. It is the sole responsibility of the merchants to provide their own display media.

The following booth construction items are not acceptable: No plastics may be used for signs or canopies; No exposed chicken wire, unpainted plastic pipe, shiny metal, or cardboard. No military issued tents. Modern woven strapping is not permitted to tie down tents/pavilions. Ropes may be of any natural product or color - **No day-glow or neon colors**. Merchants participating with MFC on a regular basis are entitled to purchase Period Tents at a discount from MFC.

MFC Participants participating at MFC Events and using Period Tentage are entitled to receive one free MFC T-shirt per Event, contact Chris or Mia Pugh for more information.

Hidden in Plain View Masking Modern Necessities

5 Gallon Drink Cooler



2.5 Gallon Drink Cooler



Chest Cooler



Fridays at Faire

All Managers are to be at the Faire site on Friday before the Event unless otherwise arranged. We will set up props, signs, decorations, etc. Work begins no later than 12 noon, if you can't make it that early, please be there as soon as you can. Staff, Performers and Merchants may set up anytime after 12 noon on Friday unless other arrangements have been made. If permitted and as long as they do not impede traffic, vehicles may remain at your site until Saturday morning. Please see the map upon the website for a general layout of the Event however

keep in mind that the layout may be adjusted during setup due to the conditions of the grounds or other unforeseen circumstances. Please drive very slowly and carefully as there are both participants as well as general public upon the grounds. When you have been shown your space please park only directly in front or behind your space and unload in a timely manner, keeping items out of others spaces as well as the path of traffic. This will reduce the chance of incident and allow setup to go more smoothly. Anyone who is planning on arriving after 11 p.m. and prior to 6 a.m., is asked to contact Chris or Mia Pugh to make necessary arrangements. We do ask that those setting up during these times please keep voices and music at a minimum as there shall be several participants camping upon the grounds within their shelters. All persons attending with Merchants, Performers or Living History who will be upon the Faire grounds or within your Merchant, Performer or Living History Area need to be appropriately dressed to fit within the theme of the Event.

Saturdays and Sundays at Faire

All MFC Participants must be set up and have their vehicles off the site no later than 9:00am. Please see Chris or Mia Pugh for your booth location prior to setting up. No vehicles other than Emergency vehicles are allowed on the grounds after 9:00 am until the Event is over on Sunday evening and Chris or Mia Pugh gives an "All Clear". Anyone arriving after 9:00 am will be considered a "No Show" for the Event, there will be no payment or refund to anyone not arriving on time as Contracted unless other arrangements have been made. Chris & Mia Pugh's cell phone numbers or other contact numbers will be listed on Application/Contracts. Those unable to attend at all due to unforeseen circumstances may have their compensation or fee transferred to another Event.

All MFC Participants must be in garb and ready no later than 9:00am unless other arrangements have been made. No sunglasses, wristwatches, cigarettes or modern drink containers allowed. Cigars and pipes are permitted outside of booths and shelters. Non period items are at the discretion of Chris or Mia Pugh, who have final say.

All MFC Events are Family oriented therefore no profanity or adult oriented language or behavior will be permitted at anytime.

Ending Faire and All Clear -

Not the same thing, the conclusion of Faire is called at 6pm or after the Ball ends if after 6pm on Saturday and 5pm on Sunday. On Saturday you may close if you wish.

Once all Patrons are off the grounds or the grounds are deemed safe to do so All Clear will be called. You may then bring vehicles carefully onto the grounds. Only Sir Blackwolf or Dame Dagrny are authorized to call All Clear.

Failure to comply with this Standard will result in your termination of services with MFC.

Morning Meetings

A meeting for all MFC Participants is held each morning of Faire at 9:00am at the Tavern Tent. At least one adult representative from each Merchant booth, Performer Group or Living History Group must be in attendance. All Staff must be in attendance. Morning Meetings consist of the following topics;

Roll Call – The Meeting will not begin until all MFC Participants are represented, be on time!

Distribution of maps & schedules - Any changes, omissions or deletions? Layout of the grounds. Restroom/showers. Food, Ice, Break areas

Standards of Conduct –

Keep your language appropriate for a family event. If you think it might be offensive, don't say it. There are children here 24 hours per each day of Faire. Do not touch a Patron without their consent. If you are tired go off site to rest, do not sleep upon the grounds during Faire. MFC Participants are expected to be on the Faire

grounds each day during all hours of operation unless other arrangements have been made.

Garb standards reminder – No sunglasses, wristwatches, cigarettes, cell phones, portable electronic devices, modern drinking vessels, does anyone need a mug or tankard?

Expectations –

Stay in character; avoid talking about the mundane world, have fun but keep it family appropriate.

Conceal modern items as much as possible, use cell phones away from the Faire grounds.

Remember we are here for the Patrons, pay attention to them and interact with them. Exchanging email and phone numbers should be done after hours.

Staged photo shoots should be done before or after Faire.

Be respectful of other Participants areas and merchandise.

Alcohol is not allowed at any times upon the grounds.

We live this lifestyle for a reason; please refrain from debates especially about religion or politics. You are welcome to your opinions and beliefs, keep them to yourself.

Promoting adult oriented events or activities is not permitted or tolerated.

Keep your clothes on please, unless you are Stu, moonlight for Chippendales or Hooters this means all of you.

Safety –

Stay hydrated, be sure to eat, if you need someone to watch your booth to go to the bathroom, ask.

Save words – In Sooth, Drape, Hey Ruby

Knights

Fire extinguisher & First Aid kit at MFC encampment

Meeting Place in the event of a major emergency – Tavern Tent

Weapons – (if allowed at the particular Event)

Patron weapons must be peacebound, no spears or polearms allowed.

Any Patrons with bolts or arrows must have the shafts bundled and secured so that they cannot be withdrawn.

No one under 18 may carry or purchase a weapon.

Staff over 18 may carry unbound weapons, do not brandish or wave them about or this privilege may be revoked.

Booth inspections

All tentage or other booths setup upon the grounds will be reviewed by Sir Blackwolf & Dame Dagrny, any necessary adjustments will be made at that time. Conducted each morning as the schedule permits as well as during setup on Fridays prior to Faire.

Weather – Forecast and any weather alerts are given.

Smoking –

No smoking on the grounds except for pipes and cigars No smoking whatsoever within tents, booths, stages or in any line for food, merchandise or restrooms.

Ending Faire and All Clear -

Not the same thing, the conclusion of Faire is called at 6pm or after the Ball ends if after 6pm on Saturday and 5pm on Sunday. On Saturday you may close if you wish.

Once all Patrons are off the grounds or the grounds are deemed safe to do so All Clear will be called. You may then bring vehicles carefully onto the grounds. Only Sir Blackwolf or Dame Dagrny are authorized to call All Clear.

Failure to comply with this Standard will result in your termination of services with MFC.

Vehicles -

Must be off the grounds by 9am and may not reenter until All Clear is given. Those wishing to bring vehicles onto the grounds after Faire Saturday evening must obtain permission from Sir Blackwolf or Dame Dagny to do so.

Questions?

T-Shirts, Stickers & other goodies –

Have Fun!!!!!!!!!!!!!!

Monday at Faire

All MFC Participants that are able, are asked to help with take down and clean up on Monday. Sometimes cleanup must occur Sunday after Faire ends. Please stay and help clean up if this is the case!

Masquerade Ball

All MFC Participants are invited to enjoy the ball. **Costumes or formal wear required.** Masks will be available. You may bring your own if you wish. Unless otherwise advised torches, candles and lamps may be used for lighting if needed. Please see section on outdoor fires and lighting.

Camping

Camping for RV and modern tents if available on site or off will be specified on the Application/Contract. MFC Participants may camp within their shelters upon the Event grounds if suitable. All modern tentage and camping equipment on Event grounds must be removed at least 1 hour prior to opening. Parking locations will be specified on the Application/Contract or onsite by Chris or Mia Pugh. All vehicles must be removed from the grounds no later than 1 hour prior to opening. Vehicular access to the grounds is at the discretion of Chris or Mia Pugh or the Owner of the grounds.

Electricity

Electricity access is limited whenever it is available and Food Merchants have first refusal and will be located as close as possible upon the grounds to the power sources. If electricity is not available Food Merchants may use generators only if absolutely necessary and with prior approval only. Other MFC Participants requesting electricity will be considered upon the need presented and as available. Anyone using electricity must have available at least 300 feet of heavy duty outdoor rated UL approved drop cords. Cords not meeting this requirement will be confiscated for the duration of the Faire and returned after the conclusion of the Event.

Generators

MFC does not encourage the use of electrical generators except when absolutely necessary. The use of generators is restricted to Food Merchants requiring electricity for food refrigeration; however exceptions may be made for other Participants depending upon the need. Generators should not exceed 70dbs and a minimum of 300' of heavy duty drop cords should be available. Those needing exceptions to this Standard should contact Chris or Mia Pugh. Generators may be used before or after the hours of operation of the Event unless otherwise specified.

Fires & Lighting

Fires will be allowed in specified locations within the Faire area as well as the Staff Camping areas providing they are attended and contained within a proper UL approved metal container supported above the ground and a minimum of 20 feet from any tent, building or other combustible material

and are in accordance with Local and State Laws/Ordinances. For tentage that exceed 200 square feet (10x20 min) with walls or sides and/or tents 700 square feet (20x35 min) without walls or sides or tents with an occupancy load exceeding 50 persons shall be required to fill out a Tent and Air supported Structure Permit in accordance with Virginia State Fire Prevention Code Section 107.2, fees may be included with this Permit. Tentage with an occupancy load of 100 or more persons requires a Site Plan to be submitted. A fire extinguisher must be readily available. Only wood, charcoal or propane fuels may be used. Liquid or propane fueled torches must be at least twice the distance of the height of the torch from any tent, building or other combustible material. Propane or Coleman type lamps may be used in tents or shelters that are rated fire resistant by the NFPA and a certificate is available for inspection. No open flames are permitted within any shelter at any time to include portable fire pits, braziers, candles not contained within a lamp, lantern or similar or torches. Coleman type stoves are permitted to be operated before or after the hours of operation for the Event.

Animals

If permitted at the Event, all animals belonging to either MFC Participants or Patrons must ensure proper leashes or restraints are used in accordance with local leash laws. All Staff, Merchants, Living History Groups or Performers with animals must have on hand records proving proper and current immunizations. No horses will be allowed entry without proof of Coggins, Herpes or other applicable immunizations. Police and Emergency Services animals are exempt from these requirements.

Smoking and consumption of Alcohol

MFC Participants may not smoke Tobacco Cigarettes or use Smokeless Tobacco products on site during the hours of operation for the Event. Pipes and Cigars may be smoked during the hours of operation of the Event outside of booths and shelters but not in lines for food, beverages or other services. MFC Participants may smoke Tobacco Cigarettes or use Smokeless Tobacco in the designated break area, usually off site. The use of illegal smoking materials or illegal drugs anytime at an MFC Event will be prosecuted to the full extent of the law. When permitted alcohol may be consumed after the hours of operation of the Event, or at the Masquerade Ball in moderation, Chris or Mia Pugh or the Owners of the Grounds may determine the limits of moderation. Illegal consumption of alcohol will be prosecuted to the full extent of the law.

Who are the Knights?

These individuals are responsible for safety and security at the Event. They are trained in first aid, and security and they are identified by their Red Belt Sash or Blackwolf Badge. If you see the Knights moving toward a situation, **DO NOT** follow them! Stay away from the area until advised otherwise. The Knights are supervised by Chris or Mia Pugh who have ultimate authority over the Knights.

In an emergency

Remain calm, if possible isolate the public from the problem

Knights will alert other Knights either by portable radio or sound horn, whistle or similar three times.

Go to the MFC booth or table on site or contact any Knight (look for red armband)

These are "save words" that could mean safety and security to the people attending and working at events:

"IN SOOTH" (in truth) This means that the person speaking may be in character, but what they are saying is serious...Example - "In-sooth, I am feeling faint....They are saying that they do not want to break character, but get them out of there, and sit them down in a quiet place...."

"DRAPE" When you hear this, the person using it is being sexually harassed or is in an uncomfortable situation and needs assistance. Example - when a scantily clothed wench or fairy uses the word "drape", she needs for someone close by to come up and put an arm around her shoulder and lead her out of the situation.

"HEY RUBY" - This phrase is the most serious thing you can say and should only be used in cases of extreme danger! This is to be used only if you see a knife or a gun, or some sort of life-threatening situation. It was used one time at a faire, when a woman was attacked by a man and was being drug off into the woods. She screamed

"Hey Ruby", and large men with sharp, pointy objects immediately surrounded her attacker where he was held until the authorities arrived. Most patrons were never aware of the situation.

No alcohol, firearms or drugs allowed.

Remember, have fun!

Position Descriptions – Managers are identified by Gold Belt Sash at Events

Management

Lord of MFC - General Manager (Pay rate - \$10/hr)

Oversees all aspects of company

Ensures Quality Control

Has final say in resolving any issues that cannot be resolved by lower management, or at the General manager's discretion

Develops short and long term goals to ensure the future of the company

Develops plans, proposals and contracts for all events

Develops and updates, Ye Olde Instructional Gyde

Reviews and approves / disapproves site plans set by managers

Maintains frequent communication with managerial staff to avoid absence, conflict and confusion

Conducts staff briefings at events

Ensures all W-9, 1099, W-2, and other necessary tax forms are filed

Obtains and maintains insurance for all events and activities

Maintains frequent communication with managers, staff, performers and vendors to avoid absence, conflict and confusion

Visits potential event sites for evaluation and to make needed arrangements

Assigns projects and tasks to managerial staff as needed

At events oversees all aspects of the event

Manages company accounting records; deposits and dispenses funds as needed

Makes purchases for supplies, goods and services as needed

Acts as liaison with venue owners and management

Oversees website and yahoo groups

Develops Event Promotions, distributes promotional material

Develops signage for use on site of event

Develops contracted signage for use off site

Promotes events in newspaper, radio, TV.

Organizes and conducts live performance promotions

Makes arrangements with location of the promo

Collects needed materials, props, etc for promo

Places ads, flyers, banner, signage, etc within a 50 mile radius of the event

Contacts local businesses for promotional considerations, sponsorships and donations

Makes arrangements for promotional photographs/video to be taken at events

Solicits for and organizes staff

Maintains all associated forms, records and applications

Provides basic training as needed for staff

Assigns staff to specific tasks; Managers, Knights Gatekeeper, Games attendants, Activity Directors

Maintains frequent communication with staff to avoid absence, conflict or confusion

Ensures all staff have adequate food, water and breaks at events

Develops and maintains resource list of staff to include availability status

Solicits and organizes performers

Oversees and organizes performers, bits and spectacles
Maintains all associated forms, records and applications
Ensures all participants of a performance are briefed before performance begins
Ensures performers have all needed props
Works with all animal performers
Responsible for all performances done, to include all martial performances
Ensures performers have adequate food, water and breaks at events
Develops and maintains resource list of performers, to include their availability status
Solicits and organizes vendors (food, games and gifts), maintains all associated forms, records and applications
Balances company bank accounts, and keeps associated records
Writes checks as needed for purchases, invoices, etc
Keeps records of revenues collected at events and ensures their safekeeping
Reports all financial activities at monthly meetings
Oversees vendor locations set up and take down
Contacts vendors in a timely manner to ensure their participation
Maintain frequent communication with vendors to avoid absences, conflict and confusion
Ensures all vendors have adequate food, water and breaks at events
Develops and maintains resource list of vendors to include availability status
Develops activities and provides for Activity Directors to conduct them
Obtains materials associated with Activities
Ensures all Activity Directors have adequate food, water and breaks at events
Have fun!

Lady of MFC - Assistant Manager (Pay rate - \$10/hr)

Assists General Manager in all aspects of company
Assumes all duties of General Manager in their absence
Develops and manages company website, printed material and online company store
Maintains frequent communication with managerial staff to avoid absence, conflict and confusion
Balances company bank accounts, and keeps associated records
Writes checks as needed for purchases, invoices, etc
Keeps records of revenues collected at events and ensures their safekeeping
Collects, deposits and records revenues from Gate and Games Attendants
Makes purchases for supplies, goods and services as needed
Maintains Company Budget
Updates information on website
Collects revenues made from online company store and provides for shipping of goods sold
Girl/Boy Scout liaison
Have fun!

Staff

Knights (Pay rate - By arrangement)

Applicants must provide proof of training in first aid, and security. Must be 18 or older.
Assist with setup and takedown of tents, decorations, etc on Friday before Faire and Monday after Faire
Maintain tents, flags and other aspects of Faire infrastructure during Faire.
Provide for safety and security at Events
Knights answer directly to MFC General Manager and Assistant Manager.
Performs duties assigned by the MFC General Manager and Assistant Manager to include but not limited to:
Report Safety and Security Issues to MFC General Manager, Assistant Manager, or Police Officer.

MFC General Manager and Assistant Manager will be notified in a timely manner in regards to all Safety and Security during the Event.

Peacebinding Patron's weapons if applicable.

Traffic control and parking

Have fun!

Knights will not be assigned tasks that prevent or impair their primary duties.

Wedding Assistant (Pay rate - \$8.00/hour)

Assists with set up and take down of decorations, chairs, tables, and feastware.

Completes other tasks assigned.

Have fun!

Photographer (Pay rate - By arrangement)

MFC only authorizes images taken of MFC Staff, Performers, Merchants, and Living History Groups for the use of MFC promotions and advertising. Individual images of the Performers, Living History

Groups, Merchants or Patrons for any other use would require the permission of each person or representative.

MFC requests a minimum of one image of each Merchant, Performer, and Living History tentage per day of the Event. These images should include the entire tent with ropes and exterior décor if applicable.

MFC requests a minimum of five images per Performance or Activity per day of the Event. Images should include the entire Activity including participants' full bodies from head to toe.

MFC requests that images be composed in a way to include the feel of the Event with area around the subject that may be cropped if needed. Please keep extreme close ups to a minimum.

No Activity, Performance or Demonstration is to be disturbed for the purpose of taking images. This is not only to ensure the Patron's enjoyment but is also a safety issue.

All images taken must be reviewed and approved by MFC Management prior to any display or distribution.

Any logos or labels must be of such a size as to not take away from the value of the image.

The Photographer will provide photo cd's to other Performers, Merchants, and Living History Groups interested in having photos of their work for their individual websites. The Photographer will retain the copyright of all photos taken. Photos posted on the web or in print shall have copyright information and photography credit displayed.

Activity Director (Pay rate - \$8.00/hr)

Conduct assigned activities. One Director will be assigned to no more than five (5) activities. Additional Directors will be hired and assigned to additional activities as needed.

Have fun!

Activities may be found on the Activities page of the website.

Shoppe Keeper

(Pay rate - 10% of total sales for the Event or other arrangement)

Operates MFC Gyfte Shoppe during Faires and Festivals

Maintains professional appearance of merchandise

Interacts liberally with Patrons

Distributes promotional materials

Keeps record of sales

Collects payments for items sold (cash, check, debit or credit cards)

Turns over all monies, forms and sales records to General and/or Assistant Manager.

Have fun!

MFC Gyfte Shoppe Policies

Greeting and Distribution of Brochures

Shopkeepers should stand if possible and greet every Patron or family of Patrons with "Good day Milord/Milady, May we invite you to our upcoming Events?" while offering a MFC Brochure to them. Pay attention to your Patrons; do not allow your friends or Staff to congregate within the Shoppe obstructing the Patrons.

Discounts

There are no discounts for Faire participants or MFC employees during Faire. This is due to the large number of consignment items showcased. Discounts can only be authorized by the General Manager or Assistant Manager on a case by case basis. MFC T-shirts are available to Faire participants or MFC employees for the price of \$8.00 each.

Bartering

Bartering can only be authorized by the General Manager or Assistant Manager on a case by case basis.

Returns

Items may only be returned at Faire if they were purchased during that Event. Acceptable reasons for returns are if the item was found to be defective, did not fit or if given as a gift and wanting to exchange for a different item. Items damaged by normal wear and tear or by abuse are not accepted. Example: A wooden toy sword broken by a child or a dress worn during the Event and returned at the end of the Event.

Refunds

Refunds are only given in the same form as the item was purchased. If a Patron paid with cash then they are entitled to a cash refund, if a Patron paid with a check it is then returned to them and if a Patron paid by credit card then the credit card form is altered or destroyed. Exception: For multiple items paid by check and a refund is requested for less than the total purchase price contact MFC Management.

Exchanges

Exchanges may be made if the item was found to be defective, did not fit or if given as a gift and wanting to exchange for a different item. Exchanges must be made for an item of equal value.

Holding Items

Items may be held with no obligation to purchase. Items may be set aside for a Patron until the end of that day of Faire. In order to hold items obtain the Patrons first and last name, place the items in a paper bag with the name written upon it. At your earliest convenience place held items within the Regent Pavilion.

Items Pricing

If an item is found without a price tag first look to see if there are similar items with a price. If no similar items or price is found set item aside and contact MFC Management for pricing. If a Patron is interested in purchasing an item that is not priced place the item *On Hold* until a price can be determined.

Making Change

Change for MFC Games Attendants and Peddlers is conducted by the Assistant Manager. Change for Patrons, Merchants or Gate Staff may be made for \$20 bills or less. Larger denominations can only be authorized by the General Manager or Assistant Manager on a case by case basis.

Cash Box

During an Event bills larger than \$20, checks and completed credit card forms are placed beneath the money tray. The cash box should be kept in proper order to facilitate change making during sales. The cash box shall be kept in a secure location out of sight of Patrons. At the end of the day the cash box shall be turned over to the General Manager or Assistant Manager prior to leaving the Shoppe, however at no time should the cash box be removed from its secure location or left unattended in the Shoppe during the Event. The Shopkeeper must not leave the immediate area of the Gyfte Shoppe until relieved by the General Manager, Assistant Manager, or scheduled relief Staff. Neither unscheduled Staff nor any other person is authorized to take the Shopkeeper's place. In the event of an Event Emergency and the Shopkeeper must leave the Gyfte Shoppe, prior to having contact with the General Manager or Assistant Manager, the cash box shall be taken with them to a safe location.

Sales Tax

Sales tax is included on the price of all items.

Checks

Checks are accepted for the amount of total purchase price only and need to be accompanied by photo identification. The following information should be printed or written upon the check: name, address, phone number.

Debit or Credit Card Sales

Debit or Credit Card forms are kept upon the clipboard within the shop basket with the small paper bags. Debit or Credit Card Sales are accepted for the amount of total purchase price only and need to be accompanied by photo identification. The Shopkeeper shall obtain the credit card and photo identification and complete the following information upon the credit card form: name, date, billing address, city, state, zip code, phone number, card type, card number, expiration date, and card verification number. The quantity and item description as well as the unit price and total price needs to be included. The 5% *Service Fee* is calculated by multiplying the *Subtotal* by 5%. The *Total* purchase price is calculated by adding the *Subtotal* of all items purchased and the 5% *Service Fee*.

Log Book

At the beginning of each day of Faire, a new page should be started with the Event title and date. All items sold need to be listed in the log book with a description of item and price.

Sale of Tobacco, Pipes, Cigars, Daggers, Steel Weapons

No one under the age of 18 years old may purchase Tobacco, Pipes, Cigars, Daggers or Steel Weapons. Photo identification must be presented for verification if there is any doubt in the Shopkeeper's mind. Shopkeepers under the age of 18 years old may not sell Tobacco, Pipes, Cigars, Daggers or Steel Weapons. When weapons are allowed for sale at designated Events, ALL weapons for sale MUST be peace-tied or boxed. If a box is available, it must be taped or zipped tied with the weapon inside when it leaves the Shoppe. If no box is available the weapon must be secured in such a manner that it may not be drawn or brandished. Polearms and Spears may not be sold.

Suspected Theft

Should you witness or suspect a theft from the Gyfte Shoppe or elsewhere do not confront the suspect. Try to remember details such as hair color, height, build, male or female, clothing and direction of travel. Contact the General Manager, Assistant Manager, a Knight or a Police Officer. The General Manager or Assistant Manager must be notified as soon as possible.

Breaks - Meal and Necessity

The Shopkeeper will be given a schedule prior to the opening of the Faire specifying break times, meals and designated relief Staff. The Shopkeeper may request breaks as necessary should the need arise, the General Manager or Assistant Manager should be contacted in these situations. The Shopkeeper must not leave the immediate area of the Gyfte Shoppe until relieved by the General Manager, Assistant Manager, or scheduled relief Staff. Neither unscheduled Staff nor any other person is authorized to take the Shopkeeper's place.

Housekeeping

The Shopkeeper is required to maintain the Gyfte Shoppe in a clean and orderly manner ensuring all trash is picked up and all Merchandise is properly displayed. All non-period items such as drink cans or other food items need to be kept out of sight of the Patrons. The calculator should be kept out of sight of Patrons. In the event of rain the Shopkeeper will drain rain water from the Gyfte Shoppe canopy using the designated tool. Periodically the Gyfte Shoppe as well as the other MFC tentage must be readjusted; this will be done by the General Manager and Assistant Manager as needed.

Have Fun

Interact with Patrons, be friendly and helpful. If you are enjoying your time at Faire so will they, not to mention they will be more likely to buy from you than someone else who is not having fun. Don't forget to stay in Character; do not discuss anything modern with Patrons or Staff. Remember the whole reason for Faire is to visit a Fantasy World unlike their everyday one. You may talk about the MFC website referring to it as the Company's Magic Portal.

Games Attendants (Pay rate - 1/2 proceeds collected)

Assists with setup and takedown of Games
Conducts play of games assigned to
Interacts with Patrons to entice them to play (hawking)
Turns over monies collected to the Assistant Manager
Gives out prizes to Patrons playing
Have fun!

Games are listed on the Games page of the website.

MFC Games Policies

Greeting

Games Staff should stand if possible and greet every Patron or family of Patrons with "Good day Milord/Milady, May we invite you to play our Games?" Pay attention to your Patrons; do not allow your friends or Staff to congregate around the Games obstructing the Patrons.

Discounts

MFC Participants and their immediate family may play Games at no charge. Patrons are always given priority when taking their turns prior to any MFC Participants.

Making Change

Change for MFC Games Attendants is conducted by the Assistant Manager.

Damage to Games

Should you witness or suspect damage done by a Patron or Participant do not confront the suspect. Try to remember details such as hair color, height, build, male or female, clothing and direction of travel. Contact the General Manager, Assistant Manager, or a Knight. The General Manager or Assistant Manager must be notified as soon as possible. Games Staff are responsible for the welfare of the Games and all associated components.

Breaks - Meal and Necessity

Games Staff will be given a schedule prior to the opening of the Faire specifying break times, meals and designated relief Staff. Games Staff may request breaks as necessary should the need arise, the General Manager or Assistant Manager should be contacted in these situations. Games Staff must not leave the immediate area of their Game location until relieved by the General Manager, Assistant Manager, or scheduled relief Staff. Neither unscheduled Staff nor any other person is authorized to take the Games Staff place.

Housekeeping

Games Staff is required to maintain the Games and the surrounding area in a clean and orderly manner ensuring all trash is picked up and all Games are properly displayed. All non-period items such as drink cans or other food items need to be kept out of sight of the Patrons. In the event of rain too heavy to remain out in close your Games and come to the MFC encampment. Periodically the Archery Shelter as well as the other MFC tentage must be readjusted; this will be done by the General Manager and Assistant Manager as needed.

Archery

Only target arrows and bows provided by MFC will be used. Only targets provided by MFC placed upon bales of hay or straw or approved archery butts will be used. A safe area must extend no less than 100 feet behind the targets unless there is a solid wall or surface. Canvas or wood stops may be used in place of a wall. This game may only be attended by Staff who have been properly trained and are at least 16 years old. No shooting will be allowed in any area other than the provided Archery Lanes unless other arrangements have been made for Scheduled Demonstrations.

Have Fun

Interact with Patrons, be friendly and helpful. If you are enjoying your time at Faire so will they, not to mention they will be more likely to buy from you than someone else who is not having fun. Don't forget to stay in Character; do not discuss anything modern with Patrons or Staff. Remember the whole reason for Faire is to visit a Fantasy World unlike their everyday one. You may talk about the MFC website referring to it as the Company's Magic Portal.

Peddlers (Per Arrangement)

Sells pickles, pretzels, and novelties to Patrons
Interacts with patrons to entice them to play (hawking)
Turns over monies collected to the Knight collecting drops
Have fun!

Cast (Pay rate – Free admission and camping at the Event)

Assists with set up and take down
Interacts with Patrons in accordance with Persona.
Assists with and participates as needed in Activities
Performs tasks as directed by the General or Assistant Manager
Have fun!

Volunteers (Pay rate – Free admission and camping at the Event)

Assists with set up and take down
Interacts with Patrons
Assists with and participates as needed in Activities
Takes photographs of Event
Notifies Performers of their Performance times and locations
Performs tasks as directed by the General or Assistant Manager
Have fun!

Faire Nurse (Nanny) (Pay rate – Free admission and camping at the Event plus \$25 per day)

Watches over her charge to keep him/her out of harm's way
Ensures charge has eaten properly and has plenty to drink throughout the day
Escorts and assists with visits to the facilities
Ensure clean appearance of charge, changing attire if necessary
Alerts General or Assistant Manager immediately if any major issues arise
Performs tasks as directed by the General or Assistant Manager
Have fun!

Thank you for taking the time to read the MFC Handbook.

If you are applying to participate at any MFC 2010 Events, please initial at the top of the last page of the Application/Contract to signify that you have read the MFC Handbook and therefore are aware of the most updated information.