

Battlefield House Museum and Park National Historic Site



P.O. Box 66561 • Stoney Creek, Ontario • L8G 5E5
Phone: 905-662-8458 • Fax: 905-546-4141

The Re-enactment of the Battle of Stoney Creek 2012– Merchants’ Information

Please initial the bottom of each page to indicate that you have read, understood, and accepted the following guidelines and **return the initialed pages to Battlefield House Museum with your completed application form, floor plan grid, proof of insurance and payment. Your registration is not complete without all five sections. Incomplete registrations will be refused.**

Re-enactment Dates and Times:

Friday, June 1, 9:30 a.m. to 2:30 p.m. (Children’s Day)

Saturday, June 2, 10:00 a.m. to 9:30 p.m.

Sunday, June 3, 10:00 a.m. to 4:00 p.m.

Eligibility for Merchant Space:

Merchant spaces are available to merchants of historic, antique, and historically-inspired merchandise (see “Items Offered for Sale” below). New merchants will be juried by the Re-enactment Committee. All merchants are expected to adhere to the guidelines included in this package, as well as to the rules of general good taste and conduct throughout the event, including during set-up and tear-down. Failure to abide by these guidelines will result in a refusal of next year’s application, and may result in a request for the merchant in question to immediately depart from the event without monetary recompense for merchant fees or potential sales.

As you are well aware, Merchants’ Row has reached capacity. **You must have applied and paid in full** by the deadline of May 7, 2012 to be considered for a space. There will be **no** exceptions.

Merchants are required to provide proof of insurance for your business. Such proof can be provided by your insurance agent or your military unit’s insurer in the form of a letter.

The Re-enactment Committee reserves the right to refuse an application from any party, for any reason, at their sole discretion. Getting your application in on time does not mean that you are automatically accepted as an event participant. You will receive an acceptance letter upon approval of your application.

Payment for Merchant Space:

All merchant spaces must be paid in full with your Merchant Application. Merchant space is limited and we cannot hold spaces that have not been paid for. The cost per exhibit is CDN\$65.00. This cost is non-refundable.

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Payment may be made by cash, cheque or money order. Cheques and money orders should be made payable to Battlefield House Museum. **Cheques that are returned for any reason will result in the cancellation of your application.** Upon payment of the merchant fee by other means, plus an administrative NSF fee of \$28.00, we will reconsider your application, but it will be placed in sequence according to the date upon which the replacement funds and the NSF fee are received by us.

The application and payment deadline is Monday, May 7, 2012. Applications and payment received after this deadline will not be accepted. No exceptions.

Set Up:

Merchants may set up in Battlefield Park during the following times only:

- Thursday, May 31, **after 12 noon**. Do not arrive early, unless you are prepared to sit and wait.
- Friday, June 1, from 7:00 a.m. to 8:30 a.m. and after 2:30 p.m. **No set-up will be allowed between 9:00 a.m. and 2:30 p.m. on Friday, when close to 1,000 students will be on-site for History in Action Day. All vehicles and trailers must be removed from Battlefield Park by 8:30 a.m. or else they will be tagged and towed at owner's expense.**
- Saturday, June 2, before 8:30 a.m. **All vehicles and trailers must be removed from Battlefield Park by 8:30 a.m. on Saturday, or they will be tagged and towed at the owner's expense.**

Tear Down:

You may begin moving out as soon as the event closes at 4:30 p.m. **Vehicles will not be permitted on-site until this time.** Please do not begin to pack or load before we close, as this gives a very unprofessional appearance to the whole event and drives any remaining customers away.

Merchant Space Rentals:

The space that you have rented is for your company or group only. No subletting of space is permitted without authorization and written consent from staff at Battlefield House Museum. We are making every effort to ensure that this event is of highest quality in terms of authenticity, appearance, and atmosphere -- and this becomes impossible for us if merchants show up unexpectedly. Merchants who are not pre-registered and pre-paid in full will not be allowed to set up under any circumstances.

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Each merchant's space will be indicated by stakes and rope. Please strictly observe these markings and please work with your neighbours to ensure that these boundaries are respected. Please do not move or remove any of the stakes and rope. **Do NOT exchange places with other merchants or otherwise make changes to the layout without prior permission from event staff.** Anyone making such a change without permission will be asked to leave, without any recompense for merchant fees or potential lost sales. We will ensure that ropes, pegs, and markers are gone before the event opens.

Each merchant space will be measured out according to the measurements you provide. Please measure accurately and complete the floor plan grid that is attached to the Registration form. The space you request will be the space you receive. There will be no room for adjustment at the last minute. Be sure to include your entire tent, rope and fire pit requirements and give us the overall dimensions of your site **including the space used by your ropes.** Please let us know if you have any special requests or special space requirements, and we will do our best to accommodate you if at all possible. Stay behind the marked lines, as roads and pathways are specifically measured to allow access to your area by emergency vehicles.

Items Offered for Sale:

Please help us in maintaining the quality of this event by displaying and selling **only** items that are historically accurate and reflective of the late 18th and early 19th centuries. This time period does not include items made of plastic, mass-produced "offshore" items, or other distinctly questionable or non-period products. Please use your highest level of discretion to ensure that your display reflects the finest quality and level of historical accuracy possible. This will aid us in presenting a top quality event to the public and re-enactors alike - which will in turn aid everyone in maximizing their sales.

That being said, historically oriented modern items, such as CDs, DVDs, and T-shirts will be allowed to be sold as long as they are in good taste, of good quality, and are displayed tastefully in a historically oriented unit or setup. These items should not be displayed prominently at your site. Similarly, packaging and labeling as required by the Department of Health and/or Health Canada is of course allowed. Goods of any kind other than food items packaged in plastic packaging may not be displayed. Such goods must be removed from plastic or may be enclosed in sheer or opaque fabric for display. It is permissible to have one item, not in plastic, as a display, then provide items in plastic bags upon request as they are sold. These back-up items must be kept out of plain sight.

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It has come to our attention that pirated items are now being offered for sale within our community. Pirated items are unauthorized copies of items (original pieces or reproductions) that are owned or copyrighted by a third party. No pirated items may be offered for sale. Similarly, articles that are being offered for sale in violation of exclusivity contracts are not allowed. Any articles that are suspected of being, or deemed to be pirated items or articles in violation of exclusivity contracts must be removed immediately upon the organizers' request. Failure to remove these items upon request will result in immediate expulsion from the event without monetary recompense for booth fees or lost sales.

Merchants selling food are required to fill out and return a City of Hamilton vendor health form. This form must be submitted to the City of Hamilton on or before **April 5, 2012 and any applicable fees must be paid at that time. This is mandatory.**

The sale of any item acquired by archaeological excavation is strictly prohibited.

This is clearly not the proper venue for items reflecting a flea market or modern craft sale. Please leave these at home, so that we do not have to annoy you during the event by asking you to remove them. Plastic items of any sort or description, regardless of wrapping or positioning are not acceptable under any circumstances. "Grab bags" containing plastic items of any nature are not acceptable. Other unacceptable items include, but are not limited to: dream catchers, modern pow-wow items, turquoise jewelry, Mexican or Navajo blankets, food items produced outside of a health-inspected commercial kitchen, sling shots or pistols using rubber bands or surgical tubing, medieval items, parts of products deriving from any threatened, endangered or otherwise protected species, granite ware or enamelware, percussion weapons, goods of any kind other than food items in plastic packaging, clothing pertaining to periods other than the War of 1812 or made from materials not available during the War of 1812, and other non-period items. The "plastic police" **will** be by to inspect your wares and setup several times during the event.

If you have any question as to whether any items that you propose to sell might present a problem, please do not hesitate to contact us, and we will do our best to advise you.

Merchants not observing these guidelines will be asked to remove the offending items on the day of the event. Merchants who do not co-operate with such requests will not be invited back.

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Exhibit Appearance and Behaviour:

All merchants and all persons working in merchants' tents must wear period clothing during all public hours. Proper period tents are required. Please help us to enhance the atmosphere of the event by making your exhibit as authentic as possible -- avoid or cover all plastic, Plexiglas, cardboard, or other non-authentic display units, tables, chairs, and so forth. Please do not use Coleman stoves, hibachis, etc. Cooking fires must be properly supervised and extinguished when not in use. Unsupervised fires will be extinguished and any merchant responsible for such a fire may be excluded from future events at the site. Bringing your own fire extinguisher is highly advisable, just in case.

Merchants are expected to conduct themselves in a business-like, reasonable manner, whether dealing with other merchants, other participants, the public or site staff or volunteers. Contravention of these guidelines may result in expulsion from the event without monetary recompense for fees or potential sales. Verbal or physical abuse directed at any site staff or volunteers will result in immediate expulsion without recompense of any kind.

Modern Camping

The modern camping area is small and limited in access. Spaces will be assigned, so please indicate your needs on your application. Vehicle access to this area will be restricted. Inquiries about alternate RV parking should be addressed to the curator.

Parking

Off-site parking is located one block east at Community Park and nearby at Green Acres School.

Special provisions or handicapped parking requests must be made in advance, and should be addressed to the curator. Please note any such requests on your application form.

“History in Action Day”, Friday, June 1, 9:30 a.m. to 2:30 p.m.

A day of education and fun for close to one thousand school children! If you will be on-site on Friday, in order to ensure the best possible experience for the students, we would welcome your participation by providing demonstrations. Please indicate on the registration form if you could contribute to this event by sharing your knowledge about a certain aspect of 19th century history with the students. Teachers are informed that there will be items for sale at the site; it is up to their discretion whether or not they want their students to bring money on their school trip. Some do – some don't.

The following will be provided for the weekend:

Ticket for one meal during the weekend, **for those who have pre-registered and pre-paid**; breakfast Saturday and Sunday morning, **for those who have pre-registered and pre-paid**; firewood, fire pit trays, water connections and straw on site; overnight security Friday and Saturday.

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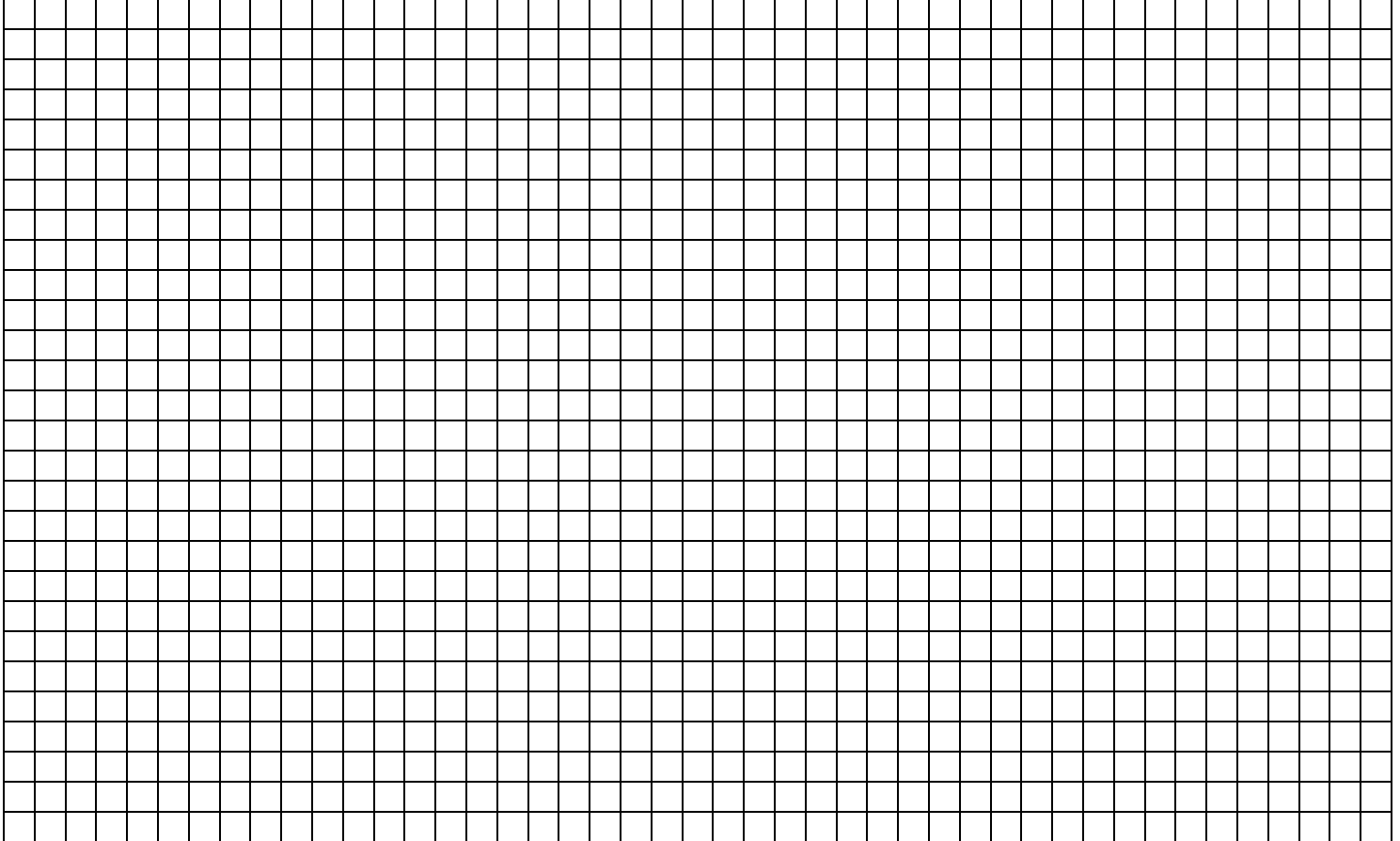


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DRAW A FLOORPLAN OF YOUR SITE, INCLUDING ROPES
(SEE EXAMPLE BELOW)

Company Name: _____

PLEASE BE PRECISE IN YOUR DRAWING. 1 SQUARE = 1 FOOT. DRAW IN YOUR ROPES AND INCLUDE YOUR ROPES IN YOUR SPACE REQUIREMENTS. THE SPACE YOU DRAW WILL BE THE SPACE YOU RECEIVE.



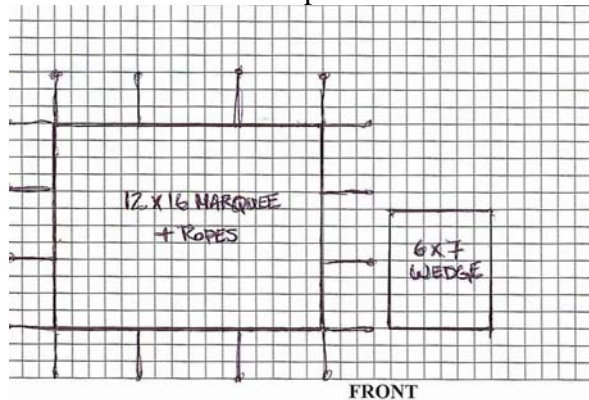
Side: Total # feet _____
INCLUDING ROPES!

Front: Total # Feet _____
INCLUDING ROPES!

1 square = 1 foot

Note: We are not concerned with the inner layout of your tent(s), just the layout of your tents within your site.

Example:



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The Re-enactment of the Battle of Stoney Creek, June 1, 2 & 3, 2012– Merchant Application **Application and Payment Deadline: May 7, 2012**

Name: _____ Company Name: _____

Address: _____

City, Prov/State: _____ Postal/Zip Code: _____

Phone (Day): _____ Phone (Evening): _____

Fax Number: _____ E-mail Address: _____

Full Listing of Wares (continue on back of sheet if necessary): _____

Make of Car: _____ Car Licence Plate #: _____

Do you require special parking? Yes No Trailer Licence Plate #: _____

Total number of people attending in your group: _____ Adults _____ Children

Do you require modern camping facilities? Yes No

Do you require a fire pit tray? Yes No (digging of fire pits is not permitted)

Please check off which meals you require: Saturday Breakfast Sunday Breakfast

Are you available to participate in HISTORY IN ACTION DAY on Friday, June 1 from 9:30 a.m. to 2:30 p.m.?

YES NO If yes, what will you demonstrate? _____

Number of people attending on HISTORY IN ACTION DAY (**limited to the adults actually participating in your demonstration and a maximum of two dependant children**) _____ Adults _____ Children

Please make cheque for \$65.00 payable to “Battlefield House Museum”. Return the completed registration form (including attached floor plan grid and initialed copy of the merchant package) with payment to: P.O. Box 66561, Stoney Creek, Ontario, L8G 5E5 by May 7, 2012.

Acceptance of this invitation is an indication that you are warranting that all products and services that you offer to the public and re-enactors alike will be of the highest quality and appropriate to the War of 1812 period, and further, that you agree to abide by the guidelines and standards of behaviour and presentation as outlined in the Merchant Information Package.

_____ Date

_____ Applicant's Signature

IS YOUR APPLICATION COMPLETE? Applications without all five of the following will be refused!

1. Completed application form, with applicant's signature.
 2. Non-refundable merchant fee paid in full.
 3. One initialed copy of each of the pages of guidelines.
 4. A completed site plan (the grid).
 5. Proof of Insurance
- (Your merchant fee will be refunded in full if your application is not accepted.)*



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