

**Feast of Boar's Head
December 3, 2022**

Merchant Space Reservation Form

Please do not return this instruction page. Return required materials to ...

FOR MERCHANT PRE-REG:

Attn: Boar's Head Merchant Space

Lisa Andrews

1024 Motor Ave

Waukesha, WI 53188

E-mail: <mailto:mtebkatern@yaho.com>

Deadline: Postmarked by November 27, 2022

Members of the SCA? You can include a photocopy of either your membership cards OR a Northwatch label; either the label or the card must show membership to be valid **through the month of the event**. Otherwise, include the participant(s) membership ID on the form below, and be prepared to show proof of membership for all adults (18 yrs or older) at the Gate. Failure to show proof of valid membership will result in being assessed the full Adult admission fee at your entry. **All adult** (18 yrs or older) *participants must be Current SCA members to receive the member discounted admission fee.*

Non-Members – If you pre-register as a non-member, but can show proof of current membership at check-in, you be refunded the member discounted amount within 30 days.

Youth/Children: All participants under the age of 18 not having a Valid BLUE membership card are required to have a Minor waiver signed by a Legal Guardian. Save time at check-in and send in your Minor Waiver with your Pre-registration form.

[Single Minor Waiver](http://www.sca.org/docs/pdf/chldwaiv.pdf): (http://www.sca.org/docs/pdf/chldwaiv.pdf)

[Family Minor Waiver](http://www.sca.org/docs/pdf/waiver_minor_family.pdf): (http://www.sca.org/docs/pdf/waiver_minor_family.pdf)

[Minor Medical Waiver](http://www.northshield.org/Resources/PDF/MinorMedicalWaiver.pdf): (http://www.northshield.org/Resources/PDF/MinorMedicalWaiver.pdf)

PAYMENTS: Please make your check or money order payable to: “**SCA-WI, Inc.- Barony of Caer Anterth Mawr**”.

Payment and this document MUST be included to be considered a reservation.

<p>REFUNDS: REQUESTS FOR REFUNDS MUST BE RECEIVED BY 6 PM Friday, November 25, 2022. NO EXCEPTIONS!</p>
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Use the contacts above for refunds; e-mails are the best media for a refund request. Please include the SCA and Legal name of the person who paid for pre-registration and of the participant(s) for who refund is requested in the e-mail, for easy identification. Indicate whether you pre-registered as a merchant or not. Your refund will be processed within 30 days.

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***Merchant Space Reservation Form
(Only Merchants should submit this.)***

Please see the instruction page for your deadline and mailing information.

Final date to pre-register for Merchant Space is listed on the instruction sheet, but we often sell out earlier. Remember ... "first-paid, first-reserved". Only paid reservations will be guaranteed the space requested.

The following items are **required** for Merchant reservation: Pre-registration & Merchant forms (from this document), your total payment (check or money order), **AND** a copy of the Wisconsin State sales form. (To download it, copy & paste <https://www.revenue.wi.gov/DORForms/s-240f.pdf> into a web browser.) This sales form is required by the State of Wisconsin (*not the Event Steward or Merchant Coordinator*). Merchants are responsible for completing Part B and Part C of that form. Please indicate the mundane and SCA names of those in your party covered by your check or money order.

Merchant booth name:	
Your SCA name:	
Legal name:	
Address:	
City/State/Zip:	
Phone:	Email (if any):
Please describe the type of merchandise you will be offering at our event:	
List any special needs (e.g., placement near a particular vendor, we will TRY to accommodate):	

	Quantity	Total
Merchant Space Fee \$10.00		\$

***Limit: 2 spaces per merchant.** Spaces are 10 x 10 feet. Each space will have 1 chair, if you need more please bring them. Please note in special needs whether a table is needed. 1 table per merchant space is available.

Add together:

[A] All Site fees from Attendance Pre-Registration Form	\$
[B] Merchant Space totals	\$
GRAND TOTAL: (Should match Attendance Pre-Registration Form & Merchant Grand Total)	\$

Please make your check or money order payable to: "SCA-WI, Inc - Barony of Caer Anterth Mawr".

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