

Section E. Vendor Coordination for Period Vendors that include Sutlers, Tradesmen, and Craftsmen; and Non-Period Vendors. WCWA Bylaws ~ As Amended to 18 April 2015

1. Vendor Coordinator i. The Vendor Coordinator is appointed by the WCWA Board of Directors; his/her duty is to assist the Event Coordinators in all areas involving the registered Period Vendors and Non-Period Vendors. The Vendor Coordinator shall be a member in good standing of the WCWA and shall be a member of the Event Planning and Activities Committee. ii. The Vendor Coordinator will communicate all WCWA and Event Coordinator policies, rules, and directions to the registered Period Vendors and Non-Period Vendors and monitor compliance. iii. The Vendor Coordinator is responsible for ensuring all period vendors are current WCWA members in good standing and have properly registered in their respective categories. iv. Upon recommendation of the Vendor Coordinator, the Board of Directors may bar any vendor from future events for violation of any rule or regulation. v. The Vendor Coordinator's decisions may be appealed to the Board of Directors.

2. Period Vendors (Sutlers, Tradesmen, and Craftsmen) and Non-Period Vendors i. All vendors must submit to the WCWA Treasurer or Membership Coordinator a Vendor Application form containing a hold harmless agreement. Period vendors must submit applicable dues. See Bylaws Section G for vendor dues and membership definitions. The WCWA Treasurer or Membership Coordinator will approve the Vendor Application and return a Vendor Certificate to applicant. Vendor must conspicuously post Vendor Certificate or show copy of Vendor Certificate upon request. No vendor of any kind may conduct business at a WCWA sponsored event without holding an approved Vendor Certificate. ii. Period Sutlers sell goods and services pertaining to the Civil War Era. They may make and/or retail items. Additional requirements are as follows. a. Insurance: General liability policy commensurate with their business activity naming the WCWA as an additional insured. b. Sales location: Period sutler-designated area. c. Customers: Anyone. iii. Period Tradesmen make, display, and sell goods and services pertaining to the Civil War. Their area should resemble a workshop rather than a retail store. The number of items on display should be limited. Additional requirements are as follows. a. Insurance: As determined by the Vendor Coordinator and/or Board of Directors. b. Sales location: Period sutler- or civilian-designated area. c. Customers: Anyone. iv. Period Craftsmen occasionally sell goods pertaining to the Civil War that they make. Additional requirements are as follows. a. Insurance: As determined by the Vendor Coordinator and/or Board of Directors. b. Sales location: In camp area based on unit affiliation. c. Customers: Reenactors only, when the public is not present. v. Non-Period Vendors sell goods and services based on any time period, including modern. Additional requirements are as follows. a. Insurance: General liability policy commensurate with their business activity naming the WCWA as an additional insured. b. Sales location: As determined by the Event Coordinator. c. Customers: Anyone. vi. All Vendors must comply with all federal, state, and local licensing requirements (as applicable) to sell goods and services. Licensing documents (as applicable) must be posted in a prominent place. vii. All Vendors must notify the Vendor Coordinator at least seven days before each event they plan to attend. Period Sutlers and Non-Period Vendors who fail to confirm their attendance will receive no special sales location considerations. The Vendor Coordinator will confirm that each vendor is aware of the appropriate policies and regulations. viii. Period Sutler and Non-Period Vendor areas will be separate, distinct, and determined through consultation by the Vendor Coordinator and Event Coordinator prior to the event. Period Sutlers may receive preferred locations over Non-Period Vendors. In case of disputes, the Period Sutler area shall receive preference. ix. Business hours for all Period Sutlers, Period Tradesmen, and Non-Period Vendors shall be 9:00 A.M. to 6:00 P.M. unless otherwise determined by the Event Coordinator, Event Planning and Activities Committee, or the Board of Directors. Breakdown on the final day of the event may begin one hour after the final battle. Requests for other arrangements may be made to the Event Coordinator. The Vendor Coordinator may place reasonable restrictions on late hour activities. x. Period Sutlers and Non-Period Vendors may be granted event access for up to three sales personnel. xi. Period Sutlers and Non-Period Vendors shall have fire extinguishers, as required by the Washington State Fire Marshal, within easy reach. Minimum requirement is a 5 lb., Type ABC. Tradesmen must have the same type of fire extinguisher within easy reach if their trade involves open flame.