

Sutler/Vendor/Service Provider Policies

B. Commercial Activity (Sutler/Period Merchants/Service Providers)

1. All period camps shall be closed to sales of products or paid for services historic or not, to reenactors and the public during the hours the camps are open to the public. Such sales and services will be restricted to Sutler Row. (AR VI – A – 6)

2009.1 Sutlers and Merchants Procedures May '09 (Rev. Nov '11) To establish and define a standard set of policies and procedures for all vendors, sutlers and/or merchants that attend Northwest Civil War Council events the following are enacted by the NCWC Board of Directors:

1. Sutler fee will be the usual annual membership plus \$10. This fee will be payable when membership is turned in. They must complete the Sutler Registration/Membership Form once each year, and pay annual dues. The Sutler Coordinator will retain a copy of these forms for presentation (upon request) to the Event Coordinator or NCWC Chair.

2. NCWC requires Liability insurance for anyone selling or providing a service as a sutler. The policy will be at least \$1,000,000. Proof of insurance must be submitted with membership.

3. All sutlers/merchants must be members of the NCWC. Any "employees" must be a member of the NCWC, WCWA, CCWS, RACW. All sutlers/merchants and "employees" must also register at each event.

4. All sutlers/merchants wishing to attend NCWC events must contact the Sutler Coordinator prior to each event.

5. Any sutler/merchant who sets up in a space reserved for someone else may be required to move. They will be allowed to set up only if space is available.

a. All sutlers and/or merchants will be required to remain open during the posted public hours.

b. Sutlers will be allowed vehicle access into each public event as follows: From 7:00 am – 7:30 am and 6:00 pm – 6:30 pm OR as negotiated and approved by the Event Coordinator, AFTER PUBLIC HOURS ONLY. Sutlers will be required to confirm vehicle access into each venue previous to set up at each public event. Any non-emergency access to the park by any sutler will result in said sutler being excluded from future NCWC events. (11/17/2011)

6. All sutlers/merchants shall be responsible for their own security at NCWC events and we recommend purchase of comprehensive insurance against criminal activity or loss of property due to natural circumstances.

7. The following authenticity standards are required of all sutlers/merchants at NCWC events...

- a. Wear period clothing during public hours. This includes everyone associated with running the store. (11,17/2011)
 - b. Display and sell goods that would have existed during the 1861-1865 period. Exceptions are items such as books, musical recordings or other modern goods that teach, explain or examine life during the American Civil War. Merchants will remove inappropriate display items at the request of the NCWC.
 - c. Erect an enclosure of period design and materials.
 - d. Cardboard boxes and other trash will be disposed of in the appropriate approved trash cans or dumpster. Trash will not be allowed to accumulate outside of the sutlery tent or anywhere visible to the public. (11/17/2011)
8. All sutlers/merchants shall provide a reasonable “money back guarantee” on their products. All items must be priced or a catalog provided to the customer which lists their prices.
9. Sutlers/merchants will not be allowed to sell:
- firearms, edged weapons, to anyone under the age of 18,
 - or gunpowder or percussion caps to anyone under the age of 21, or without the presence of the minor’s parent or legal guardian.
10. All sutlers/merchants must check the NCWC website NWCWC.net or contact the NCWC Sutler Coordinator Doris Konnerup – Company K Mercantile – 34145 Hwy 99E, Tangent, OR, 97389 ... 541-967-0091 – Email – companykmercantile@comcast.net to determine specific setup and tear down times for each event they wish to attend.
11. Any sutler/merchant who fails to comply with the rules as listed above may be asked to leave the event and may be prohibited from returning.