

NORTHWEST CIVIL WAR COUNCIL SUTLER & MERCHANT POLICIES & PROCEDURES

April, 2008

In order 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/merchant fees will be determined by the designated NCWC representative based on commercial display area only. Living quarters area will not be assessed.
2. The specific fee will be determined according to square footage (see Registration Form) with a minimum charge of \$10.00 per day.
3. The designated NCWC representative shall visit each sutler/merchant as soon as practicable during the event to determine and collect the fees.
4. All sutlers/merchants must be members of the Northwest Civil War Council or the Washington Civil War Association in order to participate at events. All registered NCWC/WCWA sutlers must sign in at each event in order to be covered by our liability insurance policy.
5. All sutlers/merchants wishing to attend NCWC events MUST contact the Sutler Coordinator prior to the event and complete a Sutler Registration form or be required to pay double the normal fee. Such merchants will also be allowed to set up only if space is available.
6. Any sutler/merchant who sets up in a space reserved for someone else may be required to move.
7. The following authenticity standards are required of all sutlers/merchants at NCWC events...
 - a. Wear period clothing anytime your display is open to the public.
 - 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.
8. All sutlers/merchants shall provide a "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, gunpowder or percussion caps to anyone under the age of 18 without the presence of the minor's parent or legal guardian.
10. Any sutler/merchant who fails to comply with the rules will be asked to leave the event and will not be allowed to return to future NCWC events.
11. All sutlers/merchants must check the NCWC website NWCWC.org. or contact the NCWC Sutler Coordinator (Teresa Steinbock, PO Box 898, Mulino, OR, 97042, / (503) 829-3678 / milkcrk@molalla.net) to determine specific setup and tear down times for each event they wish to attend.
12. Each sutler/merchant will be provided a receipt from the designated NCWC representative for payment of their assessed fees. A copy of this receipt, plus the fee money, shall be given to the Event Coordinator by the end of that event.
13. The Event Coordinator shall give the sutler receipts and money to the NCWC Treasurer within thirty (30) days of the end of that event.
14. All period camps shall be closed to sales of products, historic or not, to re enactors and the public, during the hours the camps are open to the public. Such sales would be restricted to Sutler row, or the civilian market place. (AR VI – A – 6)