



- FallFest 2017 – September 15-17
- SpringFest 2018 – May 11-14                       FallFest 2018 – September 14-16
- SpringFest 2019 – May 10-12                       FallFest 2019 – September 13-15

**Venue:** Misquamicut State Beach 257 Atlantic Avenue, Westerly, RI 02891

**Hours of Operation:** Friday: 5pm – 11pm, Saturday: 11am – 11pm, Sunday: 11am – 5pm

Business Name \_\_\_\_\_

Contact \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

On Site Name/Contact Phone \_\_\_\_\_ Cell \_\_\_\_\_

Please complete this form and return it to us with a copy of your Rhode Island Permit to make Sales at Retail (can purchase at event for \$10 – all vendors making sales), Certificate of Insurance (all vendors), RI Mobile Food Unit Department of Health Permit (ask Amanda for paperwork prior to event – food vendors only) and RI Litter Control Permit (can purchase at event for \$25 – food vendors only). No vendors will be accepted without this information. Entry Fees are non-refundable, no exceptions. Please be sure to return your completed application and additional information required. For assistance with permits or any festival questions, you can contact Amanda at 401-743-9561 (cell) / amandareese21@gmail.com or 401-322-1026 (office).

*Do you have a RI Sales Tax permit?* \_\_\_\_\_ *Yes (permit #)* \_\_\_\_\_ *Need to obtain at event*  
*Do you have a RI Litter permit?* \_\_\_\_\_ *Yes (permit #)* \_\_\_\_\_ *Need to obtain at event*  
*Do you have a RI DOH permit?* \_\_\_\_\_ *Yes (permit #)* \_\_\_\_\_ *Need to obtain prior to event*  
*Is your insurance certificate enclosed?* \_\_\_\_\_ *Yes* \_\_\_\_\_ *No*

Circle the size of your set-up including any overhangs:

	<b>10' x 10'</b>	<b>10' x 15'</b>	<b>10' x 20'</b>	<b>Other</b>
<b>Arts &amp; Crafts</b>	\$125	\$200	\$300	
<b>Commercial</b>	\$395	\$495	\$595	
<b>Food</b>	\$595	\$795	\$995	

Everything must be contained in this area. No chairs, boxes, merchandise, etc. will be allowed outside of rental space. The MBA cannot be held responsible if you cannot set up your space within your chosen dimension.



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There will be a \$150 Clean-up/Early exit fee. Please include a **separate check** for \$150. This check will not be cashed and will be returned to you when you leave Sunday at 5pm. If you leave early **any** night before closing or do not clean up your area, the MBA will cash this check.

Do you need running water?  Yes  No  
Do you need power?  110  220 How many outlets \_\_\_\_\_

110 Power is included in the booth fee. If you require 220 power, there will be an additional charge of **\$125** for the weekend per unit, or you may bring a silent generator – which must be grounded to earth and approved by the power company. Loud generators will not be allowed—*no exceptions*. List what type of equipment you will need to plug in, including amps of each item. If you require more than 20 amps you are required to get 220 power. All 220 power we require that you send a picture of the plug at least 7 days in advance, or you will not be able to hook up. All trailers are required to have GFI outlets installed. There will be **NO POWER until noon on Friday**. The generator will be turned off 1 hour after the event is over on Sunday.

If you come with bare wires or need an adapter from the power company, you must give the power company a \$75 deposit which will be returned when the adapter is returned.

On a separate piece of paper, a list of all appliances needing electricity is **REQUIRED**. A picture of your 220 plug is **REQUIRED** 7 days prior to the event setup.

**Arts/Crafts & Commercial Vendors:** On a separate piece of paper please give us a **SPECIFIC** description of all items and email general pictures of the items to [amandareese21@gmail.com](mailto:amandareese21@gmail.com) that you are requesting to sell. If all items are not listed the promoter has the right to tell you that you cannot sell specific items. The MBA reserves the right to decline any vendor due to defamatory or explicit art. The MBA also holds the right to decide whether you are a craft vendor - all crafts need to be handmade.

**Food Vendors:** Food items to be sold and prices: (Please list all items, attach an additional sheet). If food items are not listed, the Department of Health will not let you sell those items. **PROMOTER NEEDS LIST OF FOOD ITEMS 7 DAYS PRIOR TO EVENT, NO EXCEPTIONS.**

**Application agreement to MBA event guidelines:**

I will be responsible for setting up and removing my exhibit. I will remove trash from my space at the end of each day. Dumpsters are provided by the MBA free of charge. I agree to recycle. I will remove my equipment and display no later than Sunday by midnight.

**Arts/Crafts & Commercial Vendors:** I am responsible for providing a RI Sales Tax Permit. If I do not have one, I can purchase one at the event for \$10.

**Food Vendors:** I understand I need a RI Department of Health Mobile Food Unit Permit or I cannot set up. These must be purchased from the DOH directly well in advance of the date of the festival and the cost is \$100, payable to the State of RI. I understand I need a permit to make sales (Rhode Island Tax ID



number) and a RI Litter Control Permit. I understand I can purchase them the day of the event for \$10 and \$25 respectively. A check will be required made payable to the State of Rhode Island (collected on Sunday after the show).

I acknowledge that the Health Inspector, Fire Inspector, Electrical Inspector and Building Inspector will be on site and will have all permits and Food Safety procedures in place. All tents and coverings must have displayed a label with assurance of fireproof materials. Any tents must be in accordance with NFPA701 and have a tag that states this. Mobile Food units must have fire suppression system. All wiring must be in compliance with code. No exposed wires.

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Setup time is Friday from 7am-3pm NO EXCEPTIONS. If you do not arrive by 3pm you WILL not be allowed to drive on the fairgrounds. Any vendor arriving after 3 pm on Friday, 10 am on Saturday and Sunday will NOT be permitted to drive into the Festival area. You will be responsible to transport your items by foot and there will be no refund for lost time.

I understand I may not sublet any part of my designated area.

I understand the Misquamicut Business Association, Town of Westerly or State of Rhode Island shall have no liability what so ever for any damage to any person, matter or thing resulting from storm, wind, fire, strikes, lockouts or other acts of God.

You are required to weigh down your tent with 45lbs. per leg, you can use cinderblocks or sandbags to hold your tent down. We will not be providing these for you. You cannot use stakes or put hole in the pavement.

I understand that neither the Town of Westerly, State of Rhode Island, Misquamicut Business Association or its members will be held responsible for loss and/or damage to vender's personal property caused by any reason, and will not assert any such claim against them.

I shall and will hold harmless the Town of Westerly, State of Rhode Island, the Misquamicut Business Association and its members from and against any and all claims, liabilities, demands, expenses, fees, penalties, suits, proceedings, actions, and causes of action of any and every kind and nature arising from or out of, or in any connected way with vender use, occupancy, or activities in or related to the MBA Festival as well as set up and break down times exceeding the event dates. Vendors will be personally liable to other vendors and members of the public for their own acts. I will list as additionally insured on my policy the Town of Westerly, State of Rhode Island and Misquamicut Business Association and its members. I acknowledge all food vendors shall provide at their own expense Public and Product Liability Insurance in an amount of at least one million dollars. It will be my responsibility to show evidence for Bodily Injury and Property Damage Coverage. Certificates of insurance must be submitted to the MBA at least one week prior to the event before I am allowed to set up.

The Misquamicut Business Association reserves the right to decline acceptance of any application or ask any vendor to leave the festival if they have misrepresented information on this application, or if their



product or conduct is deemed inappropriate to this family-oriented event. All displays must be designed, constructed and operated in good taste. The festival director will be the sole arbiter and judge as to what shall constitute “good taste” and the best interest of the festival. The festival director shall have the right and authority to require removal or modification of any vending display. No refunds.

**This event will be held rain or shine**—there is no rain date and no refunds will be issued. The Misquamicut Business Association, Town of Westerly or State of Rhode Island reserves the right in their sole discretion, to cancel the event, in whole or part, due to inclement weather and no refunds will be issued. Entry Fees are NON-REFUNDABLE, NO EXCEPTIONS.

I understand that all applications must be returned with full payment.

There will be NO refunds, there are NO EXCEPTIONS.

I understand the event is subject to Town, DEM and the State of RI approval to be held within the Misquamicut Fire District.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please make checks payable to Misquamicut Business Association.

Our **mailing address** is:

Misquamicut Business Association  
P.O. Box 1302  
Westerly, RI 02891

Check Enclosed

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Send invoice, I will pay by CC.

Email address: \_\_\_\_\_

- Sales Tax Permit enclosed
- Litter Permit Certificate enclosed
- DOH Permit enclosed
- Insurance Certificate enclosed
- List of all food items requesting to be sold
- Picture of 220 plug enclosed
- List of all items requiring electricity enclosed