



- SpringFest 2025 – May 9-11 FallFest 2025 – September 12-14
 SpringFest 2026 – May 8-10 FallFest 2026 – September 18-20

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 the below paperwork, a specific list and pictures of items being sold. Entry Fees are non-refundable, no exceptions. For assistance with permits or any festival questions, you can contact Amanda at 401-743-9561 (cell) / amandareese21@gmail.com

RI Sales Tax permit # _____ **Insurance Certificate Enclosed:** *Yes* *No*
RI Department of Health permit # _____
MFE # _____ **MFE Expiration Date** _____

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

	10' x 10'	10' x 15'	10' x 20'	Other
Arts & Crafts	\$175	\$250	\$300	
Commercial	\$695	\$795	\$895	
Food	\$895	\$995	\$1095	

Everything must be contained in this area.

You are required to weigh down your tent with **60 lbs. per leg**, cinderblocks or sandbags will be allowed, stakes and holes are not allowed in the pavement.

Please include a **separate check** for \$150 - Clean-up/Early exit fee. 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, do not show up or do not clean up your area, the MBA will cash this check.

Do you need running water? ____ Yes ____ No
 Do you need power? How many outlets of each:
 ____ 110 (included in pricing) ____ 220 (\$200 per outlet)



List the equipment you need to plug in, including the amps for each item. If you require more than 20 amps, you must use 220 power. For 220 power, send a picture of the plug at least 7 days in advance, or you will not be able to hook up. All trailers must have GFI outlets installed. There will be no power until noon on Friday. The generator will be turned off 1 hour after the event ends on Sunday.

Arts/Crafts & Commercial Vendors: Please send a list with a specific description of all items that you are requesting to sell. If items are not listed the promoter has the right to tell you to remove from show.

Food Vendors: Please send a full list of all food being sold, if they are not listed the Department of Health & MBA reserves the right to not allow you to sell those items.

Application agreement to MBA event guidelines:

I will be responsible for setting up and removing my exhibit, removing all trash, and using the dumpsters/recycling provided. I will remove my equipment and display no later than Monday by midnight. The MBA 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

Arts/Crafts & Commercial Vendors: I am responsible for providing a RI Sales Tax Permit and insurance. **Craft vendors if you are a RI resident and do not already have the Artists Exemption from Sales Tax – ask me for the application**

Food Vendors: I am responsible for providing a RI Department of Health Mobile Food Unit Permit, a RI permit to make sales, and insurance. If you have a food truck or trailer a MFE is required, please visit the Department of Business Regulation for requirements:
<https://dbr.ri.gov/divisions/commlicensing/FoodTrucks.php>

All Vendors:

I acknowledge that Health, Fire, Electrical, and Building Inspectors will be on-site, and I will have all required permits and Food Safety procedures in place. Tents must comply with NFPA701; those 350 sq ft or larger require a permit [here](#). Mobile food units must have a fire suppression system. All wiring must comply with codes, with no exposed wires.

Setup time is Thursday (appointment needed with Amanda) or Friday from 8:00 AM to 3:00 PM. If you do not arrive by 3:00 PM, you will not be allowed to drive on the fairgrounds and must transport your items by foot, with no refund for lost time.

I understand that the Misquamicut Business Association, Town of Westerly, State of Rhode Island, and Department of Environmental Management are not liable for any damage resulting from storm, wind, fire, strikes, lockouts, or acts of God. I agree to hold them harmless from any claims, liabilities, demands, expenses, suits, or actions arising from vendor use, occupancy, or activities related to the MBA Festival, including set-up and break-down times. Vendors are personally liable for their own acts towards other vendors and the public.



I will list the Town of Westerly, State of Rhode Island, Department of Environmental Management, and Misquamicut Business Association and its members as additionally insured on my policy. All waivers must include a “WAIVER OF SUBROGATION,” and endorsements must be attached with the certificate. Minimum limits are \$1,000,000 for any one person per occurrence and \$2,000,000 in aggregate for all persons per occurrence. Additionally, \$100,000 is required for property damage. All food vendors must provide Public and Product Liability Insurance at their own expense, with a minimum amount of \$1,000,000.

The event will be held rain or shine—no rain date, and no refunds will be issued. The Misquamicut Business Association, Town of Westerly, or State of Rhode Island reserves the right to cancel the event, in whole or part, due to inclement weather with no refunds. Entry fees are non-refundable, no exceptions.

I understand all applications must be returned with full payment. There will be no refunds, no exceptions. The event is subject to approval by the Town, DEM, and the State of Rhode Island to be held within the Misquamicut Fire District.

Signature

Date

Please make checks payable to MBA.

Mailing address:

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

Check Enclosed – *There will be a \$100 fee for any bounced/returned checks.*
Please make checks payable to MBA.

Send invoice, I will pay by CC – A 3.5% processing fee will be charged
Email address: _____

Sales Tax Permit enclosed

MFE Certificate enclosed

Picture of 220 plug enclosed

DOH Permit enclosed

List of all items requiring electricity enclosed

List of all food items requesting to be sold

Insurance Certificate enclosed