



Vendor Application

Hours of Operation:
 Friday 10/11: 13pm-8pm
 Saturday 10/12: 10am-8pm
 Sunday 10/13: 10am-8pm
 Monday 10/14: 10am – 2pm

Event Address:
 Ninigret Park
 5 Park lane
 Charlestown, RI 02813

Business Name _____
 Contact _____ Email _____
 Address _____
 City _____ State _____ Zip _____
 On Site Point of Contact _____ Cell _____

Please complete this form and return it to us with a copy of the below paperwork, a specific list and pictures of items being sold. Once the Jury reviews the images of your product and setup, we will contact you and let you know if you've been accepted. Entry Fees are non-refundable – checks won't be cashed until you've been accepted into the show. For assistance with permits or any event questions, you can contact Joy at 401-789-4422 or jcordio@southcountyri.com

RI Sales Tax permit # _____ **Insurance Certificate Enclosed:** **Yes** **No**
RI Department of Health permit # _____ **RI Litter 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	\$350	\$425	\$600	
Commercial	\$550	\$650	\$750	
Food	\$950	\$1050	\$1200	

Everything must be contained in this area.

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 Monday at 6pm. If you leave early **any** night before closing or do not clean up your area, we will cash this check.

You are required to weigh down your tent with **55lbs. per leg**, cinderblocks or sandbags will be allowed, stakes and holes are not allowed in the pavement.

Power: _____ 110 _____ 220 Running water? _____ Yes _____ No

Any power requirements over 220amp or 220 power we require that you send a picture of the plug at least 7 days in advance. Trailers are required to have GFI outlets installed.



Application agreement to SCTC 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.

Arts/Crafts & Commercial Vendors: I am responsible for providing a RI Sales Tax Permit and insurance.

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

I acknowledge that the Health, Fire, Electrical and Building Inspectors will be on site, and I will have all permits and Food Safety procedures in place. All tents must be in accordance/tagged with NFPA701. Mobile Food units must have fire suppression system. All wiring must be in compliance with fire/electrical code. No exposed wires, no exceptions.

Setup time is Thursday between 8am – 5pm & Friday 7am – 11am. Friday you must be ready to open by noon. All vehicles need to be off the event grounds 1 hour prior to opening. You will be responsible to transport your items by foot and there will be no refund for lost time.

I understand the South County Tourism Council (SCTC) and the Town of Charlestown shall have no liability for any damage to any person, matter or thing resulting from storm, wind, fire, strikes, lockouts, or other acts of God. I shall and will hold harmless the Town of Charlestown, SCTC, 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 venter use, occupancy, or activities in or related to the Atlantis Rising 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 Charlestown and SCTC. All waivers must include a “WAIVER OF SUBROGATION” and endorsements must be attached along with the certificate. Minimum limits will be One Million Dollars (\$1,000,000.00) for any one (1) person in one (1) occurrence and Two Million Dollars (\$2,000,000.00) in aggregate for all persons in any one (1) occurrence. Also, One Hundred Thousand Dollars (\$100,000.00) is required for property damage. I acknowledge all food vendors shall provide at their own expense Public and Product Liability Insurance in an amount of a minimum of 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 SCTC at least one week prior to the event before I am allowed to set up.

The SCTC 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.

This event will be held **rain or shine**, there will be no refunds will be issued. The SCTC and the Town of Charlestown 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 the event is subject to Town and the State of RI approval.

I understand that this is a Juried show, and a jury will decide if I am able to attend. Your check will not be cashed until it is decided that you will be selected to participate in this show.

Signature _____

Date _____

Check Enclosed – *There will be a \$50 fee for any bounced/returned checks.*

Please make checks payable to **South County Tourism Council**

Mailing address:

South County Tourism Council

4160 Old Post Road

Charlestown, RI 02813

Send invoice, I will pay by CC – 3% processing fee will be charged