



Mapleville Farm
2019 Fall Festival Vendor Application

Hello there! We're glad that you are interested in being a vendor at our 8th Annual Fall Festival! It's a super fun, family-friendly event that many folks have enjoyed over the years!

Before you proceed with the rest of the application: We are super into the hand-made and we aim to highlight the local folks that are crafting & tradespeople. Due to our space being limited, we are not accepting applications for mail-order/franchise/consultant business' (e.g. Avon; Jamberry Nails; Pampered Chef etc.) at this time. We are also not accepting food vendors at this time.

Event date: **Sunday, September 29th 2019 and runs from 11:00am-4:00pm**

Vendor Application Requirements:

- \$20.00 check made payable to Mapleville Farm
- Copy of current RI Retail Sales Permit **
- Copy of proof of insurance **

If you do not currently have a RI Retail Sales Permit for your business, please remit \$10.00 *upon acceptance to the festival* for a RI Temporary Retail Sales permit, in accordance with RI Division of Taxation requirements, **if applicable.

** If you do not currently have insurance, please note One-Day Policies can be found with the Artists, Crafters & Tradesmen (ACT) Insurance at www.actinsurance.com. While many small bazaars, festivals and events that you may have attended have not asked for vendors insurance, due to the high flow of traffic at the Fall Festival, we require that you have your own insurance for yourself and your products as a safeguard. It's a good thing to have and makes everyone's life easier!

Before you fill out the application, please review the following

VENDOR FESTIVAL RULES & INSTRUCTIONS:

As a vendor of this family-friendly event, we ask that you please read and follow all of the following rules & instructions before and after filling out and sending in your application:

1. No smoking or vaping while on the property at any time.
2. Drinking, drug use, use of firearms and weaponry are strictly prohibited and any violation is grounds for immediate removal from the festival & property. No exceptions.
3. No soliciting of non pre-approved literature (e.g. political or religious literature/pamphlets)
4. Pets are **NOT** allowed in this event or on the property, *no exceptions*. You will be asked to leave, so pretty please leave Fido at home even if he is your business mascot. ♥

5. Your product(s) listed below will be what you provide as a vendor. With acceptance into the festival, you understand that should you bring any additional products that do not fall in your listing/category, you will be asked to be put them away or leave the festival.
6. Spaces are 10x10 and vendors will need to bring their own tent, tables and chairs and **all** tents must be weighted and/or staked down.
7. Spaces need to be set-up by 10:00am and must remain up until 4:00pm.
8. Vendor is responsible for clean-up and removal of their own trash and recycling.
9. We get pretty busy, so if you need a second person to watch your booth and take care of customers, please make sure they arrive with you. Vendor parking is limited to one vehicle per vendor - so we highly recommend carpooling!
10. Detailed vendor instructions will be sent out via email to you 1-3 days prior to the event.

By initialing, you have read,
understood and agreed to the
Vendor Festival Rules & Instructions initials: _____

Now that you've read the Vendor Festival Rules & Instructions, you can start filling out the application!
Awesome!

PART I. Crafters, Tradesfolk & DIY-ers

Name: _____ Business Name: _____

Phone #: _____ Email: _____

Do you require a RI Temporary Retail Sales Permit for this event? NO: _____ YES: _____ (check one)

What do you sell?:

Is there a demonstration?: _____ (if yes, proceed to Part II; if no, please proceed to Part III)

PART II. Tradesfolk Demonstration

Tell us about the demonstration!: _____

Does it require any special set-up or equipment? (please note we are *unable* to provide electricity at this time)
NO: _____ YES: _____ (check one)

If yes, please explain: _____

Is your demonstration considered high-risk (fire; power tools; machinery etc)? NO: _____ YES: _____ (check one)

If yes, why?: _____

Cool beans! Please provide proof of insurance for your demonstration! All demonstrations must be roped off and have no contact with the festival-goer's. Additional paperwork may be needed, but no worries! We're cool to work with!

Part III. (Almost done!)

Will you have anyone working with you?: I'm working solo!: _____ I will have help: _____ (check one)

Would you like to know about future events?: Totally!: _____ No thank you: _____ (check one)

Have you been a vendor at our Fall Festival before?: Yes, I have!: _____ Not yet: _____

By signing below I have read, understood and agreed to the Vendor Festival Rules & Instructions, the Vendor Requirements and filled out this application to the best of my ability and it is entirely accurate to the best of my knowledge.

Print Name: _____ Date: _____

Signature: _____

Application & non-refundable \$20.00 check, payable to Mapleville Farm, is **due no later than August 1st 2019**. Incomplete applications will be returned. Please retain a copy of your application for your records. Please review your application for completion before sending it in!

If your application is accepted, please send a copy of your Proof of Insurance; a copy of your RI Retail Sales Permit OR \$10.00 remittance for a Temporary Retail Sales Permit, in accordance with RI Division of Taxation requirements **no later than August 7th 2019**.

Please mail application and check to: Mapleville Farm
ATTN: Casey
544 Victory Highway
Mapleville, Rhode Island 02839

Mapleville Farm holds the right to accept or reject applications as they deem necessary.

www.maplevillefarm.com • (401) 568-0544 • 544 Victory Highway Mapleville, Rhode Island