



12th Annual



Christmas Craft Fair

A Fundraiser for Hasbro Children's Hospital



Saturday

December 9, 2017

10am - 4pm

Knights of Columbus

7 Valley Road

Middletown, RI 02842

For further information contact Teresa at:
(401) 289-0819 (Office) or (401) 935-4904 (Cell)
(775) 923-4735 (Fax)

Hosted By: Cherish the Moments, LLC





Christmas Craft Fair

Information Bulletin

- **Set-up:** 8:30am-9:45am. **This is a Craft & Vendor Fair.** All Vendors & Crafters are responsible for delivery, set-up and removal of their own display & materials. Must be set-up at least 15 minutes prior to the event. If not, you will forfeit your space. It's your responsibility to be there on time.
- **Parking:** All vehicles must be moved to designated Parking Area after unloading. Vehicles may be towed at owner's expense. No parking on Fire Lanes.
- **Space:** The space is approx 8x4 with an 8ft table and two chairs. Space is limited up to 2 spaces, per vendor or crafter. If additional items are being brought in such as (racks, shelves or small tables) then you are required to pay for the extra space. Display must be within the allowed space. No blocking the aisles or placing anything in front of your table. No banners or signs are allowed to be taped to the walls or ceilings. No booth sharing is allowed. No open flames are permitted at the event.
- **Description:** Please describe your items on the application so we can be as fair as possible to all Crafters/Vendors. In order to avoid any problems with other crafters & vendors who might have similar items. We will make every effort to have a wide variety of Vendors /Crafters, so that there is a minimal amount of crafters and vendors selling similar products. No other items will be added to your table, unless prior notice was given. We have the right to remove any items that were not listed on your application.
- **Jewelry:** Jewelry Vendors are limited per each event and it's One Rep per company.
- **Company Reps.** In the event you decide to change companies prior to the event, you will have to reapply with a new application, based on availability with a onetime penalty fee of \$50.00. No change will be made, by phone or E-mail, unless a new application has been submitted with payment. **No credit/refund will be made on a business name change.**
- **Break Down:** Once your exhibits are set-up you will not be permitted to break down. If you break down and leave before the event has ended. You risk the chance of forfeiting acceptance to our future events. All displays must remain intact until closing. Should an emergency arise, notification must be given before leaving.
- **Electricity:** On a first come, first serve basis. Must provide your own extension cords.
- **Covering:** Must provide your own covering to embellish your table. No glitter or confetti at your table.
- **Permits:** A copy of your current RI Sales Tax is required for all events. Attach a copy of sales tax permit with your application. If you do not have a sales tax permit. You are required to purchase a temporary sales tax permit on that day for \$10.00, payable to the State of RI. Payment must be made in a form of a check or money order. If you pay by cash, an additional \$1.00 needs to be added to the total amount. All out of state of crafters and vendors all rules apply.
- **Tax Exempt:** All Crafters or Artisans must provide a Tax Exempt letter from the State of Rhode Island in order to avoid getting a RI Sales Tax Permit for the day and not paying the sales tax at end of the show. This letter must be included with your application.
- **Taxes:** All sales tax will be collected at the end of the event for only those crafters or vendors who purchased a temporary sales tax. This will need to be in a form of a check, payable to the State of RI. If you pay by cash, an additional \$1.00 needs to be added to the total amount. All out of state of crafters and vendors all rules apply.



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- **Sales Reps.** If your company pays for your sales tax, a company letter must be provided with your application on their letter head stating that or a copy of their RI Sales Tax must be submitted. One Sales Rep per Company.
- **Smoking Area:** No Smoking is allowed inside the building or near the entrance of the building. Smoking is allowed about 50 feet away from the building. Thank you.
- **Entry Fee:** There is **No Refund**; A Credit will be given before November 1, 2017. This will be for any of our 2017 Craft Fair Events, base on availability.
- **Payment Plans:** Are available if more then 3 events are being booked at the same time. A 50% deposit is required for the first event and 25% for the following events. Final payment is due 30 days prior to the event.
- **Cancellation:** All events will be held unless extreme cases of a major snow storm, fire, or flood. Notification will be given to each vendor of that status condition. It's your reasonability to notify the promoter in an event an emergency should arise by calling **(401) 935-4904**. In the event you are not able to attend, Prior notice must be given By E-mail, Text or by calling **(401) 935-4904**.
- **Return Checks:** A \$35.00 fee will be assessed to any check returned for insufficient funds.
- **Payments:** Either by Check, Money Order, Cashier Check, Debit Cards or Credit Cards
- **Credit Cards:** We take Visa, Master Card & Discover. Any Crafter or Vendor who paid by credit card for a deposit, final payment will be process with that credit card 30 days prior to the event, unless prior notice has been given.
- **Donation:** A \$25.00 donation is required for our fundraiser to Hasbro Children's Hospital. This could be a product of your choice, gift card, gift basket, or cash.
- **Food:** You may bring your own lunch, snacks or drinks at the event. Kitchen will be open for your dinning needs.
- **Food Vendors:** Must have a Food & Safety Permit. Gloves must be worn at all times and proper utensils are required. Please list ingredients and food allergies to the customers. Neither **Cherish the Moments, LLC nor is the venue** responsible for any person getting sick while sampling, eating or bringing food home with any of your products.
- **Cell Phone:** Limit the amount of cell phone use or any electronic devices while you are at the event.
- **Net-working:** We are here for the same reason; and that is to sell our wares. We need to be professional at all times and be kind to your neighbors. Please mind your table at all times. If you need to walk away from your table, please ask someone to keep an eye at your table.
- **Clean-Up:** You are responsible to remove all trash and keep area clean at all times.

Please make & mail checks to:

Cherish the Moments, LLC
Attn: Teresa Camacho
11 Broad Common Road, #137
Bristol, RI 02809

Your Cancelled check is your receipt.

