



*4th Annual
Family Affair Event*

*Saturday
June 17, 2017
10am - 4pm*

**Newport Elks Lodge Club
141 Pelham Street
Newport, R.I. 02840
*Outdoor Event***

For further information contact

Teresa: (401) 935-4904

Fax: (775) 923-4735

<http://www.cherishthemoments.net>

Hosted by: Cherish the Moments, LLC



Family Affair Event

Information Bulletin

- **Set-up:** 8:00am-9:45am. **This is 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. This is an Outdoor Event, Rain or Shine.
- **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 10 x10 outside space. You will need to provide your own tent, tables and chairs. This will be on a first come basis. No blocking the aisle or placing anything in front of your tent that will cause an accident. No open flames are allowed at the event. All tents need to be secured and tied down at all times.
- **Entry Fee:** There is **No Refund**; A Credit will be given before May 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.
- **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, base on availability. There is a onetime penalty charge of \$50.00 for a name change for the new company.
- **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 basis and it's very limited. 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.
- **City Permit:** There is a city permit fee that is required by each crafter & vendor, by the **City of Newport**. The price is including the city permit. This doesn't include a RI Sales Tax Permit, if you require one on that day.
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- **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 sale 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.
- **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.
- **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.
- **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 responsibility 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** (Cell).
- **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.
- **Raffles:** No Raffle Drawings are allowed at your table unless it's nonprofit.
- **Food:** You may bring your own lunch, snacks or drinks at the event. We will have food vendors at the event for your dinning needs.
- **Food Vendors:** Must have a **Food & Safety Permit, RI Sales Permit & Liability insurance**. 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 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 Canceled check is your receipt.



Family Affair Event

June 17, 2017

Saturday

10:00am - 4:00pm

Application Form

(Print Name Clearly)

Company Name: _____

Name: _____

Address: _____

City, State, Zip _____

Telephone: _____ Cell# _____

E-mail Address _____ Web-site _____

Description of Crafts: _____

There is No Refund, only a credit will be given toward any craft fair event for 2017, before May 1, 2017. This is based on availability at the time of change.

There is a city permit fee that is included for each crafter & vendor, by the City of Newport. The price is including the city permit. This doesn't include a RI Sales Tax Permit, if you require one on that day.

You must provide your own tent, tables & chairs. They must be secured at all times.

____ \$100.00 (Outside) 10x10 space ____ \$150.00 Food Vendors (Outside) 10x10 space

Return Check Fee: **\$35.00**

I have enclosed my payment for: ____ Saturday, June 17, 2017

Do you need electricity? ____ Yes ____ No (On a first come basis)

Do you require a RI Sale Permit? ____ Yes ____ No RI Sales Tax # _____

(A copy of RI Sales Permit or Tax Exempt Letter is required)

Special Request:

Credit Card Information:

Card# _____ / _____ / _____ / _____ SEC# _____ Exp Date: _____

Print Name: _____ Signature: _____

The information I have provided and contained herein is accurate to the best of my knowledge and belief.

Crafter's/Vendor signature

Print Name

Date

Disclaimer: Cherish the Moments, LLC and the venue is not responsible for any lost, stolen or damaged items during the event; or responsible for any lack of sales on any given day.