

7th Annual
Holiday Showcase
Craft & Vendor Fair



Saturday
November 4, 2017
10am - 4pm
Green Valley Country Club
371 Union Street
Portsmouth, RI 02871

For further information contact Teresa at:
(401) 935-4904
(775) 923-4735 (Fax)

Hosted By: Cherish the Moments, LLC



Holiday Showcase

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 venue has a limited amount of tables. This would be a 6ft or 8ft table. After the 25 table, you must bring your own table. The space is approx (6x4 with a 6ft table or 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 Vendors** Jewelry Vendors are limited per each event and its 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 fee of \$50.00 to change to a new business name.
- **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 your sales tax permit with every 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 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.



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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 October 1, 2017 to 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 **(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.
- **Raffles:** Raffle Drawings are not allowed at your table, unless it's for a non-profit organization. Documents must be submitted for approval.
- **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 home 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.



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Saturday

November 4, 2017

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 October 1, 2017. This is based on availability.

The venue only has **11- 6ft Tables** or **14- 8ft Tables**. After the 25 table, you would need to provide your own table. This will be on a first come basis. We will provide you with two chairs. You must provide your own table cloth. All tables against the wall will have electricity.

____ \$85.00 for One Day (8x4 space) ____ \$75.00 for One Day (6x4 space) ____ Extra Table/Space \$60.00
Return Check Fee: **\$35.00**

I have enclosed my payment for: ____ Saturday, November 4, 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.