

Shop Till You Drop Event

Craft & Vendor Fair



Sunday
December 2, 2018
10am - 4pm

Crowne Plaza Hotel
@The Atrium Room
801 Greenwich Ave
Warwick, RI 02886

For further information contact Teresa at:

(401) 935-4904 (Cell)

(775) 923-4735 (Fax) Dial One First

Hosted By: Cherish the Moments, LLC



Shop Till you Drop Event

Information Bulletin

- Set-up:** 8:00am-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 responsibly to be there on time.
- Parking:** All vehicles must be designated Parking Area after unloading. Vehicles may be towed at owner's expense No parking on Fire Lanes.
- Space:** The space is approx 6x4 with a 6ft skirted 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 rafters/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.
- Co. 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 with a penalty charge of \$50.00 for each event No change will be made, by phone or E-mail, unless a new application has been submitted with payment. **No credit or refund will be made for 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:** A separate form must be filed out and payment must be made to **Crown Plaza Hotel**. Form of payment must be made by credit card. There is an additional fee, if you required electricity.
- Covering:** Every table will have table cloth. You could 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, then you are required to purchase a temporary RI 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 permit. This will need to be in a form of a check, payable to the State of RI. If you pay by cash, please add an additional \$1.00 in order to get a money order.



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Show Permit Fee: Is required by everyone who is joining the event. This show permit must be filled out 45-60 days in advance to the City of Warwick, Warwick Police Dept. A copy of your show permit must be submitted to Cherish the Moments, LLC. It's your responsibility to fill out form and pick up your permit at the Warwick Police Dept, prior to the show and forward a copy of the show permit. There is a \$25.00 fee for all crafters and vendors and a \$50.00 fee for food vendors.

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.

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 or text me at this number **(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 only.

Food: You may bring your own lunch, snacks or drinks at the event. The restaurant will be open for your dining needs.

Food Vendors: Must have a Food & Safety Permit, Liability Insurance and a RI Sales Tax Permit. Gloves must be worn at all times and proper utensils are required. Please list ingredients and food allergies to the customers. **Cherish the Moments, LLC nor The Venue is 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
(401) 935-4904 (Cell)
(775) 923-4735 (Fax) Dial One First

Your Cancelled check is your receipt.



Shop Till you Drop Event

Sunday

December 2, 2018

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 Credit or Refund.

One 6ft Table (6x4 space) will be provided and two chairs. You must provide your own table cloth.

____ \$135.00 (6ft skirted table)

____ Extra Table/Space \$100.00

____ \$45.31 (**Electricity is paid to Crowe Plaza Hotel**)

Return Check Fee: **\$35.00**

(This include Electricity, Service Fee & Tax)

I have enclosed my payment for: _____ Sunday, December 2, 2018

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 nor The Venue is responsible for any lost, stolen or damaged items during the event; or responsible for any lack of sales during the event.

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