



43rd Annual Harvest Fair
September 30th & October 1st, 2017
10:00 AM to 5:00 PM

Dear Crafter:

The 43rd Annual Norman Bird Sanctuary Harvest Fair takes place on a 325 acre wildlife refuge just north of Newport, Rhode Island. We are well known for our old-fashioned style harvest fair with activities for everyone to enjoy. The attractions that have become synonymous with the fair include home and garden demonstrations and contests, children's games and activities, hay and pony rides, mud pit, monkey bridge and the "Mabel Express" barrel train. We do our best to deliver great weather, but just in case, most of the activities are held under large tents.

As always, the Harvest Fair is heavily promoted locally and throughout New England. Our Marketing team is already responding to the buzz surrounding this 43rd year, fielding inquiries from press outlets near and far. Over 13,000 people attend this longtime community tradition over the course of the weekend. An entrance fee is charged with all proceeds benefiting the Sanctuary and its nature education programs for children and adults.

Eligibility. The Craft Committee gives priority to old-fashioned crafts using natural products. All exhibitors and crafts are subject to approval by the Craft Committee. We have space for approximately 60 craft exhibitors and applications will be accepted on a first-come, first-served basis. The Craft Committee limits the number of similar crafts and many categories fill up quickly. Please apply early. The decision of the Craft Committee is considered final.

Non-eligible items. Decorative commercial clothing, T-shirts, sweatshirts, machine-made sweaters, imported items or items made from endangered animals or plants (i.e. ivory, scrimshaw, coral, sea lavender).

Application deadline. All applications must be received by September 15th and must include:

- The completed Application form
- A check for the booth fee and fee for tables, chairs or electricity if needed
- Photocopy of current sales tax ID permit

New Applicants. You must include 3 photographs of your work including one of the display set up. Be sure to label your photos with your name and address.

Any applications received after the deadline or without all of the required items, may be delayed in processing or not accepted at all.

Crafters Raffle. A few years ago we instituted a raffle supported by the Crafters. Each crafter was asked to donate an item to be raffled off as a fund raiser for the Bird Sanctuary. It has been very successful and we will be doing the raffle again this year. This is not mandatory and all crafters choosing to participate will get a \$10.00 rebate off their entry fee in appreciation of your donation.

Booth Sizes & Fees. Exhibits must be freestanding. Exhibitors may choose from a variety of booth sizes as described in the application form. We will not have access to the entrance area this year. All

crafters will be located on the fair grounds. We will have a larger tent this year so that more crafters will have the option of the added protection of the main tent. There will be a limited number of spaces available outside the main tent. All exhibitors must adhere to the space size allocated, all aisles and exits must remain clear. Exhibitor locations will be assigned by mid-September. The location assignments are final and cannot be changed so please make any specific requests at the time of your application or before September 1st.

Electrical. A small number of locations may be rented with electrical hook-ups. These spaces are located along the back row of the tent. Reservations for these locations are strictly on a first come, first served basis.

Cancellations. Accepted exhibitors who cancel before September 15th will be sent a full refund. After September 15th booth fees are not refundable. In the event of weather-related cancellation of both days of the fair, fees will be refunded.

Sales Tax. Exhibitors must collect 7% Rhode Island sales tax (except for clothing and food items). All vendors are responsible for obtaining their own sales tax permit. You can download the form from the NBS website. The "link" is under the section regarding the Harvest Fair or you can contact the **Rhode Island Division of Taxation, Administration Dept., One Capitol Hill, Providence RI 02903 (phone 401-222-1040)**. You must complete the form and send to the Rhode Island Division of Taxation. Instructions are on the form. Once you have obtained your permit you will be able to file your taxes online with the State.

Registration. First register at the Crafter's Tent. You will receive a package that contains your space assignment, one parking pass for the vendor parking lot to be displayed in the front car window. Next, unload at your assigned location and then move your vehicle to the designated vendor parking area. At that point, return to your assigned space and set-up. We appreciate your cooperation in this matter so that all crafters will have an opportunity to unload in a timely fashion. **ALL VEHICLES MUST BE OFF THE FIELD BY 9:30 SATURDAY MORNING.** This will be strictly enforced.

Set-Up/Break-Down. Exhibitors who wish to set-up their display on Friday evening may do so between the hours of 3:00-6:00 PM. Security will not be available until 5:00 PM on Friday. You will be allowed on the grounds by 7:00 AM on Saturday morning. No early birds please (no pun intended). Exhibits must be set-up by 9:30 AM on Saturday and must remain open until 5:00 PM on both days. Exhibitors who break-down early risk the chance of forfeiting their acceptance to our future fairs. You will not be permitted to bring your vehicle onto the fairgrounds to break down until after 5:00 PM on Sunday.

Accommodations. For information on local accommodations, contact Discover Newport, 23 America's Cup Avenue, Newport, RI 02840 (Phone 1-800-326-6030). There is limited availability in the Norman Bird Sanctuary's Paradise Farmhouse (<http://normanbirdsantuary.org/farmhouse>). Please contact Jeannie Santos for special HF weekend pricing. Unfortunately, we cannot allow camping at the Sanctuary.

Questions. Please call the Norman Bird Sanctuary at 401-846-2577 or Pat or Mary at the phone numbers or e-mails listed below. Please no calls after 8:00 PM.

Thank you for your interest in the 2017 HARVEST FAIR. We look forward to a rain free, wonderful fair and we hope you will be part of this year's event.

Sincerely,

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