



Craft Vendor Application

Make sure to include the following materials in your application packet, due by September 5, 2024:

- ☐ Completed and signed application
- ☐ Copy of RI Permit to Make Retail Sales OR Application for Temporary Permit to Make Retail Sales
- ☐ New vendors: photos of your craft

Mail or drop off your application materials to NBS at
583 Third Beach Road, Middletown, RI 02842
OR
Email your application materials as attachments to
BForshee@NormanBirdSanctuary.org

50th Annual Harvest Fair

October 5 and 6, 2024



583 Third Beach Road Middletown, Rhode Island 02842
(401) 846.2577 | www.NormanBirdSanctuary.org



Harvest Fair Committee

583 Third Beach Road
Middletown, RI 02842

Terms of Participation

50th Anniversary Harvest Fair • October 5 and 6, 2024

Application Process

All applications and fees must be received by **Thursday, September 5, 2024**. Please expect to hear from us two weeks after your completed application is received. We will provide fair logistics upon application approval and payment.

- Submitting this application and vendor fee payment does not guarantee acceptance as a vendor to Harvest Fair.
- Acceptance into Harvest Fair is reviewed each year and prior participation, in any capacity, does not guarantee acceptance as a vendor this year.
- Payments will be refunded via check if vendor is not accepted.
- Vendors new to Harvest Fair: please submit photos of your craft with your application.

Crafter Eligibility

All crafts are subject to approval by the Harvest Fair Committee. The Harvest Fair Committee gives priority to original, handmade crafts and items using natural materials.

Non-eligible items:

- Imported, commercial, and mass-produced items, including all types of clothing, jewelry & accessories, home goods, food, art, toys, and pet accessories.
- Items made from endangered animals or plants, including ivory, scrimshaw, coral, and sea lavender.
- Weapons, including knives and firearms.
- Products from multi-level marketing companies.

Vendor Booth and Fees

Vendors may select a booth space inside the Crafters Tent only. Booths will include one 8' table and two chairs. Vendors have the option to add-on half or one booth space. Please disclose on your application if you will be providing your own table(s) and chair(s). **Please note that WiFi will not be available.**

Early Bird Discount: Now through June 1, 2024, Crafters will receive a \$25 Early Bird Discount on their total booth space fee.

Vendor fees are not refundable for accepted vendors. In the event of a weather-related cancellation of both days of the fair, fees will be refunded.

Sales Tax

All vendors must collect 7.00% Rhode Island sales tax on taxable items sold at Harvest Fair.

Vendors who do not hold an annual tax permit or exemption are responsible for contacting NBS to obtain an Application for a Temporary Retail Sales Permit and paying the \$10.00 application fee via check or money order made to the "Tax Administrator" by September 5, 2024. NBS will serve as a liaison to the State of Rhode Island and will collect applications, fee payments, and collected sales tax. At the conclusion of Harvest Fair, vendors will be required to submit collected sales tax to the Director of Finance and Operations at our Welcome Center immediately following the close of the event at 5:00 p.m. on Sunday, October 6, 2024. If a vendor using the Temporary Retail Sales Permit does not collect and submit sales tax to the Director of Finance and Operations at the Welcome Center, NBS will report the vendor to the Division of Taxation and the vendor will not be invited to return to Harvest Fair or NBS as a vendor in any capacity.

Norman Bird Sanctuary Permit Number: p622

Application for Temporary Retail Sales Permit Exceptions: vendors who hold an RI Certificate of Exemption for Artistic Works and vendors who hold an annual tax permit.

Sustainability

Please see our Sustainability Statement (enclosed) to ensure your craft aligns with our mission. In accordance with local ordinance, vendors are not allowed to use or package their items in plastic bags. Vendors risk forfeiture of space without refund of vendor fees if they do not adhere to the Sustainability Statement.



Harvest Fair Committee

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Application

50th Anniversary Harvest Fair ● October 5 and 6, 2024

1. Contact information

Name _____

Business Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Facebook _____ Instagram _____

Website _____

2. Craft information

Please provide a brief description of your craft: _____

How many years have you been making your craft? _____

At what stores or fairs do you currently sell your craft? _____

Price range: _____

Are you a past Harvest Fair vendor?

☐

YES

☐

NO

Vendors new to Harvest Fair: please submit photos of your craft with your application.

If yes, when did you participate? _____

3. Tax information

Do you currently hold a tax ID in the State of Rhode Island
OR you are exempt under the Exemption for Artistic Workers?

☐

YES

☐

NO

If yes, what is your sales permit or exemption number: _____

Please attach a copy of your Rhode Island Permit to Make Sales OR Exemption for Artistic Works as proof of validity.

If no:

☐

I do not have a tax ID in the State of Rhode Island and I will submit my application for a temporary retail sales permit and \$10.00 fee, in the form of a check or money order payable to the "Tax Administrator," to the Norman Bird Sanctuary before September 5, 2024. I agree to surrender 7.00% of all applicable profits made on taxable goods in the form of a check made payable to "Tax Administrator" at the conclusion of the event to the Norman Bird Sanctuary, which will act as liaison to the state. I further acknowledge that any issues will be reported to the RI Division of Taxation and handled accordingly.

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4. Vendor Booth

Single booth: approx. 8' wide by 8' deep,
with one 8' table and 2 chairs

\$200

Additional booth: approx. 8' wide by 8' deep,
with one 8' table and 2 chairs

\$150 x quantity=

Half booth: approx. 4' wide by 4' deep

\$100 x quantity=

Electricity: back row of tent only

\$50 x quantity=

Chair: white plastic folding chair

\$5 x quantity=

Table: 8' wooden banquet table

\$15 x quantity=

5. Payment of Fees

Please return your completed and signed application with fee(s) by Thursday, September 5, 2024. Payment is accepted through check, credit card, and cash. Checks should be made payable to Norman Bird Sanctuary. Please note the name of your business and "Crafter Fees" in the memo line.

You may email your application to BForshee@NormanBirdSanctuary.org or mail/drop off to Norman Bird Sanctuary, 583 Third Beach Road, Middletown, RI 02842.

Payment Method: ☐ CHECK ☐ CASH ☐ CREDIT
Subject to 3% processing fee.

6. Vendor Agreement

Norman Bird Sanctuary (NBS) and _____ (Vendor) agree to the terms in the Crafters and Artisans Application regarding vendor space at the public event Harvest Fair from Friday, October 4, 2024, through Sunday, October 6, 2024. Vendor releases the Norman Bird Sanctuary and the organizers of Harvest Fair from any and all liability due to injury, damage or loss to any person or property that may result from participation in this event.

Vendor

Date

Norman Bird Sanctuary

Date



Harvest Fair Committee

583 Third Beach Road
Middletown, RI 02842

Sustainability Statement

Norman Bird Sanctuary was established in 1949 through a bequest made by Mabel Norman Cerio. Our mission is to spark people's curiosity to explore, steward, and find peace and joy in nature. Through conservation, historic preservation, education and exploration, we foster lifelong connections between people and the Sanctuary's rich and diverse habitats.

We are an environmental organization committed to stewarding the natural landscape and the creatures that live here, while providing high-quality environmental education to our community.

With your partnership, Norman Bird Sanctuary is leading by example through sustainable material use at events, including Harvest Fair. We seek to reduce our impact on the local and global environment by reducing plastic single-use materials and encouraging renewable and biodegradable materials produced through environmentally friendly manufacturing.

Businesses supplying eco-friendly materials:

Eco Products: <https://www.ecoproducts.com/>

Webstaurant Store: <https://www.webstaurantstore.com/>

Good Start Packaging: <https://www.goodstartpackaging.com/>