



Food Vendor Application

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

- Completed and signed application
- Certificate of Insurance listing Norman Bird Sanctuary as certificate holder
- Copy of RI Permit to Make Retail Sales OR Application for Temporary Permit to Make Retail Sales
- Reminder: obtain MFE permit from Town of Middletown

Mail 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 Anniversary 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 via email 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.
- NBS does not guarantee vendor exclusivity. We will encourage vendors to supply a variety of products but cannot ensure exclusivity for any vendor in attendance.

Vendor Space and Fees

Vendors may select a space for a Food Truck or "outside space" for vendors who use an open air or tent setup. Outside spaces will include one 8' table and two chairs. Vendors have the option to add-on half or one outside space. Please disclose on your application if you will be providing your own table(s) and chair(s).

Electricity is available for all vendors at a minimal fee. **Please note that WiFi will not be available.**

Early Bird Discount: Now through June 1, 2024, vendors will receive a \$25 Early Bird Discount on their total vendor 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.

Food Safety Regulations

Vendor agrees to follow Food Safety laws and regulations by complying with the following:

- Vendor must have a regulation-safe fire extinguisher.
- Vendor must keep cooking appliances along the outside perimeter of vending area.
- Vendor must keep area clean and free from contamination.
- Vendor must obtain and display license required by the Rhode Island Department of Health, Office of Food Protection.
- Vendors must obtain a MFE permit from the Middletown Town Clerk's office. P
- Vendor must hold a Certificate of Insurance (COI) listing the Norman Bird Sanctuary as the certificate holder.
- Vendor must hold a current sales tax permit OR must submit an Application for Temporary Retail Sales.

Sustainability

Please see our Sustainability Statement (enclosed). **In accordance with local ordinance, vendors are not allowed to use or package their items in plastic bags, sell beverages in plastic bottles, or distribute plastic straws.** Vendor should supply their own eco-friendly and/or compostable food service items. NBS will not supply "green" items to vendors. Vendor risks forfeiture of space without refund if they do not adhere to the Sustainability Statement.



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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 annual tax permit.

MFE Permit

Vendors are required to obtain an MFE permit from the Town of Middletown. Please contact the office of the Town Clerk at 401-849-5540 or kclancey@middletownri.com to secure your permit.



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Application

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1. Contact information

Name _____

Business Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Facebook _____ Instagram _____

Website _____

2. Food information

Please provide a brief list of what food you'll sell: _____

Price range: _____

Are you a past Harvest Fair vendor?

YES

NO

If yes, when did you participate? _____

3. Certificate of Insurance (COI)

Do you currently hold a current COI listing the Norman Bird Sanctuary as the certificate holder?

YES

NO

If yes, please attach a copy of your Certificate of Insurance as proof of validity.

If no: I do not hold a current Certificate of Insurance listing the Norman Bird Sanctuary. I understand I must obtain a Certificate of Insurance listing the Norman Bird Sanctuary as certificate holder for October 5, 2024, and October 6, 2024, in order to participate in Harvest Fair as a Food Vendor. Failure to obtain a Certificate of Insurance risks forfeiture of vendor space; fees will not be refunded.

4. Tax information

Do you currently hold a tax ID in the State of Rhode Island?

YES

NO

If yes, what is your sales permit number: _____

Please attach a copy of your Rhode Island Permit to Make Sales 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.

Norman Bird Sanctuary Permit Number: p622



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5. Vendor Space

Food Truck: approx. 10' wide by 10' deep \$500 x quantity=

Outside space: approx. 10' wide by 10' deep,
 with one 8' table and 2 chairs \$350 x quantity=

Half space: approx. 5' wide by ' deep \$100 x quantity=

Electricity: standard outlet \$50 x quantity=

Chair: white plastic folding chair \$5 x quantity=

Table: 8' wooden banquet table \$15 x quantity=

6. 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 "Food Vendor 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.

7. Vendor Agreement

Norman Bird Sanctuary (NBS) and _____(Vendor) agree to the terms in the Food Vendor 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
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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/>