



**Norman Bird Sanctuary  
Spring Migration Celebration  
Vendor Application**

May 17, 2025

Make sure to include the following materials in your application packet, due by April 30, 2025.

- Completed and signed application
- Copy of RI Permit to Make Retail Sales OR Application for Temporary Permit to Make Retail Sales

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](mailto:BForshee@NormanBirdSanctuary.org)

583 Third Beach Road Middletown, Rhode Island 02842  
(401) 846.2577 | [www.NormanBirdSanctuary.org](http://www.NormanBirdSanctuary.org)

# Terms of Participation

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## Vendor Eligibility

Norman Bird Sanctuary gives priority to original, handmade crafts and items using natural materials, and vintage/secondhand items.

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 will receive one 10'x10' space on the Studio Lawn. Vendors must bring their own tents, tables, chairs, and any other materials. **Please note that WiFi will not be available.**

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

## Application Process

All applications and fees must be received by **April 30, 2025**. We will provide event logistics upon application approval and payment.

- Submitting this application and vendor fee payment does not guarantee acceptance as a vendor.
- Payments will be refunded via check if vendor is not accepted.

## Sales Tax

**All vendors must collect 7.00% Rhode Island sales tax on taxable items sold at the Spring Migration Celebration.**

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 by April 30, 2025. NBS will serve as a liaison to the State of Rhode Island and will submit applications and collected sales tax. At the conclusion of the event, 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 11:00 am, May 17, 2025. 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 NBS as a vendor in any capacity.

**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 Requirements (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 Requirements.

# Application

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## 1. Contact information

Name \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Facebook \_\_\_\_\_ Instagram \_\_\_\_\_

Website \_\_\_\_\_

## 2. Booth information

Please provide a brief description of what you sell: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

At what stores or fairs do you currently participate in? \_\_\_\_\_

\_\_\_\_\_

Price range: \_\_\_\_\_

Are you a Harvest Fair vendor?

YES

NO

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 to the Norman Bird Sanctuary by April 30, 2025. 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.

# Application

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## 4. Vendor Booth

**Single booth:** \$30 for one 10'x10' space

## 5. Payment of Fees

Please return your completed and signed application with fee(s) by April 30, 2025.

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 "Vendor Fees" in the memo line.

You may email your application to [BForshee@NormanBirdSanctuary.org](mailto: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. Sustainability Requirements

Vendor acknowledges risk of forfeiture of vendor space, without refund of vendor fees, should vendor not comply with the following sustainability requirements:

- Vendor will not use plastic bags to package items.
- Vendor will not sell beverages in plastic bottles or cups.
- Vendor will not provide plastic straws.
- Vendor will assume responsibility for all trash generated and take care to utilize zero-waste stations to recycle and compost. Trash will be carried out by vendor.

## 7. Vendor Agreement

Norman Bird Sanctuary (NBS) and \_\_\_\_\_ (Vendor) agree to the terms in the Vendor Application regarding vendor space at the public event Spring Migration Celebration on Saturday, May 17, 2025. Vendor releases the Norman Bird Sanctuary and the organizers of Spring Migration Celebration 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

# Sustainability Requirements

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 the Spring Migration Celebration. 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.

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- Vendor will not provide plastic straws.
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Businesses supplying eco-friendly materials:

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

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

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