



Food Vendor Application

Makesureto include the followingmaterials inyour application packet, due by September 12, 2025:

- ☐ Completed and signed application
- ☐ Active 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
- ☐ Copy of MFE permit from Town of Middletown
- ☐ Copy of valid state license

Mail your application materials to NBS at 583 Third Beach Road, Middletown, RI 02842
OR

Email your application materials as attachments to JRodino@NormanBirdSanctuary.

Harvest Fair

October 4 and 5, 2025



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

Harvest Fair • October 4 and 5, 2025

Vendor Space and Fees

Vendors may select a space for a Food Truck or an outside space to use for an open air or tent set-up. If needed, outside spaces include one 8' table and two chairs. Vendors have the option to add on half or one outside space for an additional fee. Please disclose on your application if you will be providing your own table(s) and chair(s).

Norman Bird Sanctuary oversees the refreshment vendor layout and reserves the right to direct each vendor to a designated space based on availability, size, power needs, and more. Vendors do not select their own space.

Vendors are responsible for their own water supply and all trash is carry in, carry out.

Electricity is available at a fee for vendors.

Please note that WiFi will not be available.

Vendor fees are not refundable for accepted vendors. Harvest Fair is held rain or shine. In the event of a cancellation of both days of the fair, fees will be refunded.

Application Process

All applications and fees must be received by Friday, September 12, 2025. 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.

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.
- 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 Requirements (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 and Requirements.**



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Terms of Participation

Harvest Fair ● October 4 and 5, 2025

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 by **September 12, 2025**. NBS will serve as a liaison to the State of Rhode Island and will collect applications 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 5, 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 Harvest Fair or NBS as a vendor in any capacity.

Application for Temporary Retail Sales Permit Exceptions: vendors who hold an annual tax permit.

Permits and Licensing

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 Karin Clancey, Deputy Town Clerk, at kclancey@middletownri.com to secure your permit. **Please include a copy of your permit with your application.**

Food Trucks: Please provide a copy of your state license. We will verify your license before your vehicle is allowed on the property.



Harvest Fair Committee

583 Third Beach Road
Middletown, RI 02842

Application

HarvestFair • October 4 and 5, 2025

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. Food Truck or Station Information

Please provide dimension of food truck or station: _____

If utilizing electricity, please provide total amperage: _____

4. 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 4, 2025, and October 5, 2025 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.

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Application

Harvest Fair • October 4 and 5, 2025

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 to the Norman Bird Sanctuary before September 12, 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.

5. Vendor Space

Food Truck: approx. 10' wide by 10' deep

\$500 x quantity= _____

Outside space: approx. 10' wide by 10' deep

\$350 x quantity= _____

Include one 8' table and 2 chairs

Y _____ N _____

Electricity: standard outlet

\$50 x quantity= _____

Chair: white plastic folding chair

\$5 x quantity= _____

Table: 8' wooden banquet table

\$15 x quantity= _____

TOTAL= _____

6. Payment of Fees

Please return your completed and signed application with fee(s) by Thursday, September 12, 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 "Food Vendor Fees" in the memo line.

You may 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 3, 2025, through Sunday, October 5, 2025. 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 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 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.

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.**

Vendor

Date

Businesses supplying eco-friendly materials:

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

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

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