

34th Annual South County Hot Air Balloon Festival

Crafter-Artist-Vendor-Agent Application

South County Hot Air Balloon Festival

JULY 20, 21 & 22, 2011

URI ATHLETIC FIELD - ROUTE 138 – KINGSTON, RI.



Please Check One:

- Dealer:** I will be selling products or merchandise which I do not make.
- Agent:** I market merchandise or product, but will make no actual sales at fair.
- Crafter/Artist:** I will be selling products or merchandise which I make and create myself.
- Non Profit Organization:** We will be promoting the organization or its mission.*

Business or Organization Name _____

Contact Name _____

Street _____

City _____ State _____ Zip _____

Phone # _____ E-mail _____

Product Description _____

Product photo(s) **must** be submitted with your application. Sorry, photos cannot be returned.

Please indicate type and number of booths requested (subject to availability)

____ **Premium.** 15x15 open to shopping on 4 sides, subject to availability.
Crafter/Artist/Non-Profit **\$175** Dealers **\$275** Agents **\$325** \$ _____

____ **Standard.** First row 15x15 booths, as available
Crafter/Artist/Non-Profit **\$125** Dealers **\$225** Agents **\$325** \$ _____

Registration after May 31st will require an additional fee of \$50.00

____ * **Non-Profits** selling no products or merchandise are entitled to one FREE of Charge space in an area to be assigned by the committee.

RI Sales Tax Information (check one)

- I have a RI Retail Sales Tax permit. RI Tax #: _____ Copy of permit must accompany application.
- I do not have a RI Retail Sales Tax Permit and have included a \$10 fee with this application \$ _____
for a Temporary Tax Permit. Fee covers all three days. Temp Tax Fee \$10
- I will not be making sales and do not require a RI Retail Sales Tax Permit.

TOTAL DUE \$ _____

Make check payable to "South County Balloon Festival"

Electricity will be supplied. Please note any special electrical needs: _____

Generators will not be permitted. Vendors with lighted booths attract more evening business.

Deadlines:

No registrations will be accepted after June 24th.

Mail to:

Crafter/Vendor Committee
Wakefield Rotary Club
PO Box 382
Wakefield, RI 02880

For more information, visit:
www.southcountyballoonfest.com

Note important information & signature required on next page.

Rules, Guidelines and General Information for Participation

Gates open at 4 PM on Friday. The Beaver Brown Band, which drew a large crowd last year, gives a live music concert at 7 pm. A "balloon glow" follows the concert.

Set up. Field does not open for booth set-up until 1 PM. *Note: Cars must be off the field before 4 pm on Friday and off the field during festival hours for the safety of all the pedestrian traffic.*

Security. Provided overnight on Friday and Saturday.

Breakdown. Festival runs until 10 PM Friday and Saturday, and until 6 PM Sunday.

Parking. Reserved "crafters only" area behind Independence Hall has limited space; limit is one vehicle per vendor. Oversize or second vehicles must park in the main lot. Max of 2 gate admission passes will be issued to those who have to park in the main lot. Parking passes and booth assignments will be mailed as applications are accepted.

Gate Passes. Participants must assume responsibility for gate charge for additional helpers at their booths.

Tax requirements. Temporary Tax Permits: Participants track their sales, complete a brief form and before departing on Sunday, give committee members the 7% of their sales. RI Div. of Taxation requires that we submit, within 3 days of the festival, a list of all vendors and their tax ID numbers and payments of those using our temporary permit number.

Trademark and merchandise restrictions: The Rotary Club has the exclusive on selling all balloon apparel. Only items submitted on the application may be displayed or sold. No tee shirts with "slogans", handmade or not, closeout items or other "flea market" type merchandise are allowed.

Rain date. There is no rain date. Refunds will not be granted in the event of rain or bad weather. The booth fee donation is for the festival.

Insurance requirements. Vendors must provide a valid Insurance Liability Certificate naming The University of Rhode Island, and The Rotary Club of Wakefield, RI as additional insured.

Interaction with attendees is limited to your booth space. No carnival type roving vendor activity, no roving recruitment for booths, no proselytizing or gimmicks to attract children without clear posting of purpose are allowed. Success of the event depends on attendees feeling welcomed at booths which attract them.

We reserve the right to expel from the grounds any participant who is not in compliance with these rules.

The Rotary Club thanks you for your participation. All funds raised by Rotary during this event are donated to charity. Please help us continue this charitable work by participating in our HOT AIR BALLOON FESTIVAL. You are an integral and important part of the FESTIVAL and we could not do it without you!

Liability Waiver. The Rotary Club of Wakefield, RI (Herein after known as event sponsor), and The University of Rhode Island (Herein known as event host), including its members, officers, sponsors, and/or associates agree that the event sponsor, and event host, will in no case be responsible for any loss, damage or injury regardless of how much loss, damage, or injury is occasioned, and agree to indemnify and hold harmless the event sponsor and event host from any and all claims, suits or judgments including the cost of defense of any claim arising from such action against the event sponsor event host. Furthermore, I hereby grant full permission to the event sponsor and event host, and/or their agents to use any photographs, videotape, or any other record of this event for legitimate purposes.

I agree to the above terms and Waiver of Liability. I also understand and am committed to attending to my booth all 3 days and most of the hours of the festival.

Signature: _____

Print name _____ Date: _____