

40th Annual South County

Hot Air Balloon Festival

July 20, 21, 22, 2018

Sponsored by the Rotary Club of Wakefield at the University of Rhode Island, Kingston, RI.



Exhibitor Application

Please Check One: <input type="checkbox"/> Crafter/Artist: I will sell products of which at least 75% I make or create myself. <input type="checkbox"/> Dealer: I will sell products that I do not make myself. <input type="checkbox"/> Exhibitor: I will market a service or product but may make no sales at the festival. <input type="checkbox"/> Non-Profit: We will promote our organization or mission. <input type="checkbox"/> Other: _____	Applicant Name (First and Last): _____ Email Address: _____ Phone Number: _____ Business Name: _____ Mailing Address: _____ _____ Product Description: _____ _____
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****Note:** Product photos and or brochures must be submitted with each application. Applicants will be notified of acceptance as decisions are made by the committee about field layout, with goal of balancing quality and variety within limited space. The craft committee reserves the right to deny a questionable application.

Exhibit Space Fees:

Crafter/Artist: 10x10ft _____ \$200.00 10x20ft _____ \$375.00	Shared Booth 10x10 _____ \$100.00ea. Shared with: _____ <small>** Note: Both crafters must complete an application and refer to shared partnership</small>
Dealer: 10x10ft _____ \$300.00 10x20ft _____ \$575.00	
Exhibitor: 10x10ft _____ \$500.00 10x20ft _____ \$975.00	
Non Profit: 10x10ft _____ \$150.00	

Registration deadline is June 15, 2018. Late applications will be accepted, space permitting, until June 30th, with a late registration fee of \$50.00. No registrations will be accepted after that time.

____ I have a RI Retail Sales Tax permit. RI Tax #: _____ *Copy of permit must accompany application.*

____ I need a temporary RI Retail Sales Tax Permit. _____ I have included a \$10 fee with this application.

____ I will apply for a RI Sales Tax Permit (RI Division of Taxation, One Capitol Hill, Providence RI 02908-5800 and provide the Crafter committee with a copy of the permit prior to the festival.

Make checks payable to "The Rotary Club of Wakefield"

Mail to:

The Rotary Club of Wakefield Attn: Balloonfest Crafters Committee
P.O. Box 382
Wakefield, RI 02879

Each Vendor will receive one parking permit per booth in the vendor parking lot. All others must park in general parking. If the parking permit is lost it will not be replaced.

Vehicle information: License Plate # _____ State: _____ Make/Model _____

Handicapped parking required: _____ Special Needs: _____

Overnight RV parking is available through a separate application available on the balloon festival website.

For more information, visit: www.southcountyballoonfest.com

Or contact committee members at: scballoonfestival@gmail.com or 401-379-4298.

As a participating crafter/vendor, I agree to accept all responsibility for my exhibited work/product as well as for the exhibit booth and display materials, and hereby release The Rotary Club of Wakefield, the University of Rhode Island and the Town of South Kingstown, from any damages to my property or from any claims for losses or injuries. I also agree to observe the guidelines listed on the next page.

Signature _____ Date _____

The Wakefield Rotary Club thanks you for your participation in our HOT AIR BALLOON FESTIVAL! All funds raised during this event are donated back into the local community. You are an integral and important part of the FESTIVAL and we could not do it without you!

Balloon Festival Participation Guidelines and General Information

Location: University of Rhode Island athletic fields, just off Route 138 in Kingston, RI.

Who: Crafters, vendors and dealers with quality merchandise, which is displayed appealingly and unique and/or fun enough to add to participants' enjoyment of the festival.

Gates open: at 4 PM on Friday, July 20st. Saturday and Sunday gates open at 10AM.

Set up: Field does not open for booth set-up until Noon on July 20th. *Note: Cars must be off the field before 4pm on Friday and will not be allowed back on the field until Sunday breakdown for the safety of all the pedestrian traffic.*

Security: The Rotary Club arranges for on-the-field security from 11 PM to 6 AM on both Friday and Saturday nights. However, we recommend that you remove any property of value from your booth on both evenings. While we have made the extra investment to have security on the field, the Rotary Club of Wakefield can not and does not assume any responsibility or liability for personal property or damage incurred on the field, whether during the day or night.

Tents and Canopies: Tents and canopies are encouraged due to the sun and heat during this time of year. However, you must come equipped to set up your own canopy and it MUST be anchored so as not to overturn, come uprooted or otherwise injure faire attendants or staff due to wind.

Booth Attendance/Boundaries: You must be in/near your space at all times when the Festival is in operation. All parts of your exhibit must be exhibited within the allowed space. Aisles are only for pedestrian traffic.

Breakdown: Festival runs until 10 PM Friday and Saturday, and until 6 PM Sunday. Please leave your booth area free from debris and garbage. If the festival staff has to clean up after you, you will be charged for it.

Parking: A reserved area near the field will be provided. Space is limited, so only one vehicle parking pass will be issued per vendor. Oversize or second vehicles must park in the main lot. Booth assignments will be given when you check in.

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.

Refunds: Refunds for cancellations by the crafter/dealer are allowed upon request before June 15th. After that time no refunds will be made. No refunds will be made for inclement weather or other conditions for which the Rotary Club has no control.

Termination of Rights to Exhibit: The Rotary Club reserves the right to terminate without notice a vendor's right to exhibit if vendor fails to observe the conditions of this contract, or in the opinion of The Rotary Club they conduct themselves in an unethical or unprofessional manner.