**Portsmouth, RI 375th Family Picnic**

 

**Sunday, September 1, 2013**

**Vendor Registration Form**

**Description of Event:**

* Outdoor Event at the Glen Park, Portsmouth, RI
* Sunday, September 1, 2013; Noon until 6 p.m.
* Free Admission to the public. All day entertainment, kid’s games, contests, and raffles.
* Estimated Attendance: 500+

**Event Information and Requirements: *Please read carefully***

* Booth space fees: 10’x10’ is **$50.00** Payment is due with application. Application Deadline is August 15, 2013.
* Booth space with electricity is limited and available on a first come - first served basis.

Vendors must provide their own heavy-duty extension cords (100 ft. minimum).

* All vendor location requests will be considered on a first come - first serve basis and honored whenever possible.
* You must provide your own tent, tables, etc…
* Please provide a detailed description of your booth items on the form.
* All vendors must check-in between 10:00am – 11:45am. Due to safety issues, arrivals after 11:45am, may forfeit pre-assigned booth location and be assigned an alternate location.
* Vehicles will not be allowed in the event area after 11:30am without permission of an event official and all vehicles must be removed from event grounds by 11:30am.
* Booths must be completely set-up by 11:45am. The event requests that all vendor booths remain open until 6pm.
* Vendors will have from 6pm-7:30pm. to pack-up. All vendors must be off event grounds by 7:30pm.
* To prevent accident or injury, any vendor wishing to leave early MUST notify an event official.
* With permission, booths that can be packed-up and “walked-out” will be allowed to do so. No vehicles will be allowed on the event grounds before 6pm, without the permission and escort of an event official.
* The vendor is responsible for leaving the vendor area in the condition that it was originally received, i.e. removal of all debris such as boxes and trash.
* Each applicant will receive a confirmation letter upon receipt of their application and a map and directions will be mailed prior to the event.
* This event occurs rain or shine! Be prepared for wind, rain and/or heat/cold.
* All vendor fees are non-refundable.
* All vendors are required to show proof of peddler license, business license, and secure their own liability of insurance, read and sign attached waiver.
* Please fill out vendor registration completely.
* Absolutely no unattended vehicles may be left on the event grounds the night before the event.
* Vendor Registration Forms must be return by August 15, 2013.

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**Vendor Registration Form**

Vendor Name: Contact Name:

Address:

City: State: Zip:

E-mail:

Phone(s):

**Type of Booth & Description:** Please indicate type and provide description.

[ ] Business [ ]  Food [ ] Game/Activity [ ] Art or Craft [ ] Non-Profit [ ] Other

Please give a detailed description of your products/services:

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**Do you require electricity?** [ ]  Yes [ ] No

Electrical spaces are limited and reserved on a first come first serve basis.

Required to conduct business in Portsmouth, RI:

[ ] Peddler License attached (application available at Portsmouth, RI Town Hall)

[ ] Business License attached (application available at Portsmouth, RI Town Hall)

**Waiver:** The **Portsmouth, RI 375th** reserves the right to refuse any vendor application, should this occur the fee will be refunded. The Vendor shall defend, save and hold harmless the Town of Portsmouth and the **Portsmouth, RI 375th** Steering Committee, their respective officers, agents, board members, staff, volunteers, sponsors and assigns from any claims, damages, losses, liability or expense which may arise, and shall not be held responsible for any loss or damage due to fire, accident, theft, weather, acts of God, vandalism or any other loss or injury whatsoever or not specifically described herein, whether past, present or future. Booths are not insured by the Town of Portsmouth and the **Portsmouth, RI 375th** Steering Committee or any sponsoring agents. Exhibitors must make provisions for safeguarding their goods. Exhibitor must have replacement cost insurance for all personal property.

Exhibitor assumes full liability for protecting, care and maintenance of exhibitor’s property. **ANY VENDOR NOT HOLDING VALID LIABILITY INSURANCE EXHIBITS AT THEIR OWN RISK AND ASSUMES ALL LIABILITY.**

*Please sign to acknowledge that you have read all of the information, rules and regulations and agree to be bound by this contract.*

**Signed: Date:**

 [ ] 10 x10 space **$50**

I have enclosed a check or money order made payable to **Portsmouth, RI 375th**.

RETURN COMPLETED FORM BY **AUGUST 15, 2013** TO:

**Portsmouth, RI 375th Family Picnic • P. O. Box 921 • Portsmouth, RI 02871**

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