



# State Street Fair & Arts Festival Application

Downtown Bristol, RI

State Street (between Hope and Thames)

Saturday, October 6, 2018 (rain date: Sunday, October 7, 2018)

10:00AM - 5:00PM

The Bristol Merchants Association (BMA) is looking to host its first annual State Street Fair & Arts Festival (SSFAF). Please complete this form if you would like to request to participate in this event.

## Vendor Information

Company

Name: \_\_\_\_\_

DBA: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_

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

Website: \_\_\_\_\_

Facebook: \_\_\_\_\_

Twitter: \_\_\_\_\_

Instagram: \_\_\_\_\_

---

Individual Contact Info:

Name:

\_\_\_\_\_ Title: \_\_\_\_\_

Email:

\_\_\_\_\_

Cell Phone:

\_\_\_\_\_

---

**Type of Products:** (please check all boxes that apply)

Fine Art

Crafts

Books

Cards

Pottery

Sculptures

Jewelry

Fabric Art

Woodworking

Canvas Art

Local Artist

Dolls

Illustrations

Other \_\_\_\_\_

Food (description of your product)

\_\_\_\_\_  
(food vendors will be handled on a first-come, first-serve basis and will have to be approved by the Town Committee)

List of items to be sold:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Information you feel we should know:

\_\_\_\_\_  
\_\_\_\_\_

---

## Application Process

For the application to be considered, the following must be included:

Please complete & sign the Vendor Application form

Please sign the Terms and Conditions document

Check or Cash for \$80.00

Payment: \$80.00

Method of Payment: Check Cash

Please make checks payable to the BRISTOL MERCHANTS ASSOCIATION

Email photographs, images or web link of your products to:

[harborbathandbody@cox.net](mailto:harborbathandbody@cox.net)

Like us on Facebook at <https://www.facebook.com/events/2333146700058748/>  
to receive updates.

**Mail completed forms, a copy of your state approved retail sales  
permit/Tax ID # and check/cash to:**

**Harbor Bath & Body, 251 Thames Street, Bristol RI 02809**

**OR they can be dropped off in person at the address above during  
normal business hours.**

By completing the SSFAF application, you are certifying that you have read the  
Terms and Conditions, and will adhere to all rules and policies herein.

Printed Name:

---

Signature:

---

Thank you for your interest in the First Annual SSFAF. Your registration will be confirmed by email within two weeks of the time we receive it. If your application is rejected, your payment will be mailed back to you.

Please contact us if you have not received notification. For more information, please email Lynn Shaw, [harborbathandbody@cox.net](mailto:harborbathandbody@cox.net).

Thank you for being a part of the SSFAF!

---

**\*\*Office use only below this line\*\***

**Date Registration Received:**

---

**Status:**

Approved

Rejected

**Payment Received:**

Check

Cash

**Check Number:** \_\_\_\_\_

**Date Confirmation/Rejection Emailed:**

---

**Space Assignment:** \_\_\_\_\_

**Date Payment Returned (for rejected participants):**

---

## Terms & Conditions

1. **Setup/ Break Down:** Festival hours are 10:00am - 5pm. All Exhibitors must be set up and ready to sell by 9:30 am the day of SSFAF. Exhibitors may begin setting up at 8:00 am the day of the SSFAF. NO EARLY LOAD-INS. Break down can start no sooner than 5:00pm on Saturday and must be completed by 5:30 PM. No vendor is to close before the official closing time. Sellers are responsible for their selling spaces. \*Before leaving, be sure your area is clean and trash-free. Vendors should bring their own trash receptacles and take their trash with them when they leave.
2. **Staffing:** Exhibitor tables/ booths must be manned at all times and intact until show closes at 5 p.m. The BMA/SSFAF is not responsible for merchandise or display materials.
3. **Exhibitor Items:** Items for sale at the Exhibitor's booth must be predominantly handmade by the Exhibitor. Each Exhibitor must submit a few photographs of his or her craft(s). If participating as a crafter, the BMA reserves the right to have items removed that are considered not appropriately handmade and/or were not approved at the time of your application approval. Items cannot be simply purchased for resale. Exhibitors must adhere to ONLY the items listed on your application for sale.
4. **Exhibitor Responsibility:** Exhibitor will be fully responsible for any loss or damage to his or her property by theft, fire or casualty. The BMA expressly disclaims any responsibility for same. Exhibitors shall be responsible for any damage which may be incurred to the SSFAF area as a result of or in connection with its operation. Each exhibitor is responsible for the conduct of his employees and/or representatives and activities must not detract from the image or welfare of the fair.
5. **Exhibitor Spaces:** Exhibitor spaces will be assigned. Placement, flow and competition will be taken into consideration to provide the best experience for fair attendees. If you have special space needs, please include your request with your application and we will make every effort to accommodate you. Spaces are reserved on a first-come first-served basis. Vendors must ensure that none of their display equipment extends beyond the space they have booked; this includes any rails, stands or additional equipment. Vendor must display their business name prominently within consumers view of their space. It is advised to bring along shims, or blocks of wood to level out the tables, since most of the street area is on flat, but un-level ground. All tents and canopies must be secured to the ground using weights/ sand bags in case of windy weather.
6. **One Business per table:** Only one (1) business per table; space may not be sublet or shared.

7. **Acceptance:** The BMA/SSFAF reserves the right to decline any application for space if it deems such action to be in the best interest of the SSFAF.
8. **Payment:** The full payment is a non-refundable registration fee (for approved vendors) for the selected space and is due with the submission of this agreement. Any cancellations or withdrawals from the SSFAF prior to or on the day of the event from participating vendors will not be refunded. This fee will be used to cover advertising and other incidental costs associated with the production of this event.
9. **Electricity:** Electricity will not be provided.
10. **Music:** Music will be provided throughout the space.
11. **Tables & Chairs:** Each Exhibitor is responsible to furnish his or her own chairs, tables, stands, tent or canopy.
12. **Cancellation of space:** Application fees for approved vendors are not refundable. BMA/SSFAF is not liable if conditions prevent the Exhibitor from attending and fulfilling the contractual obligation as an Exhibitor. No refunds will be made for weather, accident, health or other causes for non-participation. Rain Date is scheduled for Sunday, October 7, 2018. If this day is also prohibitive to hold event, event will be cancelled and fees are still not refundable.
13. **Indemnification:** Exhibitor agrees to indemnify and hold harmless the BMA/SSFAF from and against any loss, expense, claims, damages, causes of action, injuries, suits or damages, suits to person or property, including attorney's fees, arising out of or related to the operation of the Exhibitors at the BMA State Street Fair and Arts Festival.
14. **Applications:** Paper application forms are available at the following Bristol merchant locations: Harbor Bath & Body, Paper Packaging & Panache or Caron Jewelers OR online at <https://www.bristolri.us>

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_