



- FallFest 2023 – September 15-17
- SpringFest 2024 – May 10-12
- FallFest 2024 – September 13-15

**Venue:** Misquamicut State Beach 257 Atlantic Avenue, Westerly, RI 02891  
**Hours of Operation:** Friday: 5pm – 11pm, Saturday: 11am – 11pm, Sunday: 11am – 5pm

Business Name \_\_\_\_\_

Contact \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

On Site Name/Contact Phone \_\_\_\_\_ Cell \_\_\_\_\_

Please complete this form and return it to us with a copy the below paperwork, a specific list and pictures of items being sold. Entry Fees are non-refundable, no exceptions. For assistance with permits or any festival questions, you can contact Amanda at 401-743-9561 (cell) / amandareese21@gmail.com

**RI Sales Tax permit #** \_\_\_\_\_ **Insurance Certificate Enclosed:**    *Yes*            *No*  
**RI Department of Health permit #** \_\_\_\_\_ **RI Litter permit #** \_\_\_\_\_  
**MFE #** \_\_\_\_\_ **MFE Expiration Date** \_\_\_\_\_

Circle the size of your set-up including any overhangs:

	10' x 10'	10' x 15'	10' x 20'	Other
<b>Arts &amp; Crafts</b>	\$175	\$250	\$300	
<b>Commercial</b>	\$695	\$795	\$895	
<b>Food</b>	\$895	\$995	\$1095	

Everything must be contained in this area.

You are required to weigh down your tent with **60 lbs. per leg**, cinderblocks or sandbags will be allowed, stakes and holes are not allowed in the pavement.

Please include a **separate check** for \$150 - Clean-up/Early exit fee. This check will not be cashed and will be returned to you when you leave Sunday at 5pm. If you leave early *any* night before closing, do not show up or do not clean up your area, the MBA will cash this check.

Do you need running water?    \_\_\_ Yes    \_\_\_ No

Do you need power? How many outlets of each:  
 \_\_\_ 110 (included in pricing)    \_\_\_ 220 (\$200 per outlet)

List what type of equipment you will need to plug in, including amps of each item. If you require more than 20 amps you are required to get 220 power. All 220 power we require that you send a picture of the plug at least 7 days in advance, or you will not be able to hook up. All trailers are required to have GFI outlets installed. There will be **NO POWER until noon on Friday**. The generator will be turned off 1 hour after the event is over on Sunday.

**Arts/Crafts & Commercial Vendors:** Please send a list with a specific description of all items that you are requesting to sell. If items are not listed the promoter has the right to tell you to remove from show.

**Food Vendors:** Please send a full list of all food being sold, if they are not listed the Department of Health & MBA reserves the right to not allow you to sell those items.

**Application agreement to MBA event guidelines:**

I will be responsible for setting up and removing my exhibit, removing all trash, and using the dumpsters/recycling provided. I will remove my equipment and display no later than Monday by midnight. The MBA reserves the right to decline acceptance of any application or ask any vendor to leave the festival if they have misrepresented information on this application

**Arts/Crafts & Commercial Vendors:** I am responsible for providing a RI Sales Tax Permit and insurance. **\*\*Craft vendors if you do not already have the Artists Exemption from Sales Tax – ask me for the application\*\***

**Food Vendors:** I am responsible for providing a RI Department of Health Mobile Food Unit Permit, a RI permit to make sales, a RI Litter Control Permit and insurance. If you have a food truck or trailer a MFE is required, please visit the Department of Business Regulation for requirements:  
<https://dbr.ri.gov/divisions/commlicensing/FoodTrucks.php>

**All Vendors:**

I acknowledge that the Health, Fire, Electrical and Building Inspectors will be on site, and I will have all permits and Food Safety procedures in place. All tents must be in accordance/tagged with NFPA701. If your tent is 350 square ft or larger, you must apply for a tent permit (<https://rhodeisland.viewpointcloud.com/>). Mobile Food units must have fire suppression system. All wiring must be in compliance with fire/electrical code. No exposed wires, no exceptions.

Setup time is Friday from 8:00-3:00pm, if you do not arrive by 3pm you will NOT be allowed to drive on the fairgrounds. You will be responsible to transport your items by foot and there will be no refund for lost time.

I understand the Misquamicut Business Association, Town of Westerly, State of Rhode Island, and Department of Environmental Management shall have no liability whatsoever for any damage to any person, matter or thing resulting from storm, wind, fire, strikes, lockouts or other acts of God. I shall and will hold harmless the Town of Westerly, State of Rhode Island, Department of Environmental Management, the Misquamicut Business Association and its members from and against any and all claims, liabilities, demands, expenses, fees, penalties, suits, proceedings, actions, and causes of action of any and every kind and nature arising from or out of, or in any connected way with vender use,



occupancy, or activities in or related to the MBA Festival as well as set up and break down times exceeding the event dates. Vendors will be personally liable to other vendors and members of the public for their own acts.

I will list as additionally insured on my policy the Town of Westerly, State of Rhode Island, Department of Environmental Management and Misquamicut Business Association and its members. All waivers must include a “WAIVER OF SUBROGATION” and endorsements must be attached along with the certificate. Minimum limits will be One Million Dollars (\$1,000,000.00) for any one person in one occurrence and Two Million Dollars (\$2,000,000.00) in aggregate for all persons in any one occurrence. Also, One Hundred Thousand Dollars (\$100,000.00) is required for property damage. I acknowledge all food vendors shall provide at their own expense Public and Product Liability Insurance in an amount of a minimum of one million dollars.

This event will be held **rain or shine**—there is no rain date, and no refunds will be issued. The Misquamicut Business Association, Town of Westerly or State of Rhode Island reserves the right in their sole discretion, to cancel the event, in whole or part, due to inclement weather and no refunds will be issued. Entry Fees are NON-REFUNDABLE, NO EXCEPTIONS.

I understand that all applications must be returned with full payment. There will be NO refunds, there are NO EXCEPTIONS. I understand the event is subject to Town, DEM and the State of RI approval to be held within the Misquamicut Fire District.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please make checks payable to Misquamicut Business Association.

**Mailing address:**

Misquamicut Business Association  
P.O. Box 1302  
Westerly, RI 02891

Check Enclosed – *There will be a \$100 fee for any bounced/returned checks.*  
Please make checks payable to Misquamicut Business Association.

Send invoice, I will pay by CC – A 3% processing fee will be charged  
Email address: \_\_\_\_\_

- Sales Tax Permit enclosed
- Litter Permit Certificate enclosed
- DOH Permit enclosed
- Insurance Certificate enclosed

- MFE Certificate enclosed
- Picture of 220 plug enclosed
- List of all items requiring electricity enclosed
- List of all food items requesting to be sold