



- ☐ SpringFest 2026 – May 8-10  
☐ SpringFest 2027 – May 14-16

☐ FallFest 2025 – September 12-14  
☐ FallFest 2026 – September 18-20  
☐ FallFest 2027 – September 17-19

**Venue:** Misquamicut State Beach 257 Atlantic Avenue, Westerly, RI 02891

**Hours of Operation:** Friday: 5pm – 11pm, Saturday: 11:30am – 11pm, Sunday: 11am – 5pm

**Event point of contact:** Amanda Perra (401)743-9561 or amandareese21@gmail.com.

Business Name:	Contact:
Email address:	Phone:
Address:	
On Site Contact:	Phone:
Email:	

Please complete this form and return it with the required paperwork, a detailed list of items for sale, and text or email clear photos. Entry fees are non-refundable.

Select vendor type and circle the size of your set-up including any overhangs (everything must be contained within this area):

<b>Food Vendors</b>						
<b>10' x 10'</b>		<b>10' x 15'</b>		<b>10' x 20'</b>		<b>Other</b>
\$895		\$995		\$1095		
<b>Water:</b>	[ ] Yes	[ ] No	<b># 110 outlets</b> <i>2 Included</i>		<b># 220 outlets</b> \$200/each	
<b>RI Sales Tax permit #</b>			[ ] Need Temporary			
<b>RI DOH permit #</b>			<b>Expiration Date</b>			
<b>MFE #</b>			<b>Expiration Date</b>			
<b>Insurance</b>		<b>Expiration Date</b>		[ ] Need Temporary		

<b>Commercial &amp; Art Vendors</b>				
<b>Vendor Type</b>	<b>10' x 10'</b>	<b>10' x 15'</b>	<b>10' x 20'</b>	<b>Other</b>
<b>Arts &amp; Crafts</b>	\$175	\$250	\$300	
<b>Commercial</b>	\$695	\$795	\$895	
<b>Water:</b>	[ ] Yes	[ ] No	<b># 110 outlets</b> <i>2 Included</i>	<b># 220 outlets</b> \$200 / each
<b>RI Sales Tax permit #</b>			[ ] Need Temporary	
<b>Insurance</b>		<b>Expiration Date</b>		[ ] Need

				Temporary
--	--	--	--	-----------

### **Power Requirements & Setup**

Please send an email including the equipment you plan to plug in, along with the amperage for each item. If your total power needs exceed 20 amps, you must use 220V power (includes more than 2 – 110 outlets). Vendors requiring 220V must send a clear photo of the plug at least 7 days prior to the event. All trailers must be equipped with GFI outlets.

Note that power will not be available until noon on Friday, and the generator will be turned off one hour after the event ends on Sunday.

- **Food Vendors:** Submit a complete list of all food items you plan to sell. Items not listed may be prohibited by the Department of Health and the MBA.
- **Arts/Crafts & Commercial Vendors:** Submit a detailed list describing all items you intend to sell. Items not listed may be disallowed at the discretion of the promoter.

### **Tent Anchoring Requirements**

All tents must be anchored with a minimum of 80 lbs. per leg. Approved methods include:

- Two 5-gallon buckets per leg filled with sand (each ~50–60 lbs.) or water (each ~40–45 lbs.)
- Three sandbags per leg, securely fastened
- Three standard cinderblocks per leg (each ~35–40 lbs.)

It is recommended that all tents be anchored using ratchet straps or heavy-duty rope, angled downward to maintain proper tension and stability. Weights should be placed directly next to each tent leg to ensure secure placement. The use of stakes or any method involving pavement penetration is strictly prohibited.

### **Clean-Up and Early Exit Fee**

Please include a separate check for \$150 as a Clean-up/Early Exit Fee. This check will not be cashed and will be returned at the end of the event. However, the Misquamicut Business Association (MBA) reserves the right to cash this check if you: Leave early on any night before closing, fail to show up, or do not properly clean your designated area.

### **Application Agreement to MBA Event Guidelines**

I agree to be responsible for setting up and removing my exhibit, disposing of all trash properly, and using the designated dumpsters and recycling stations. All equipment and displays must be removed no later than Monday at midnight. The Misquamicut Business Association (MBA) reserves the right to decline any application or ask a vendor to leave the festival if any information has been misrepresented.

I acknowledge that Health, Fire, Electrical, and Building Inspectors will be on-site. I will have all required permits and follow all food safety procedures. Tents must comply with NFPA701 standards. Tents larger than 350 sq ft require a permit. Mobile food units must have a fire suppression system, and all wiring must meet code with no exposed wires.

### **Weather & Refund Policy**

The event is held rain or shine. There is no rain date and no refunds. The MBA, Town of Westerly, or State of Rhode Island may cancel the event due to inclement weather without issuing refunds. Entry fees are non-refundable.

### **Payment/Submission Requirements**

All applications must be submitted with full payment. No refunds will be issued under any circumstances. The event is subject to approval by the Town of Westerly, DEM, and the State of Rhode Island, and will be held within the Misquamicut Fire District.



- Checks made payable to: Misquamicut Business Association or MBA
  - There will be a \$100 fee for any bounced/returned checks.
- Send payment to: PO Box 1302, Westerly, RI 02891
- Invoicing available, email application to [AmandaReese21@gmail.com](mailto:AmandaReese21@gmail.com)
  - 3.5% processing fee will be included with all Credit Card transactions

### **Setup Times**

Setup is available on Thursday by appointment with Amanda, or Friday from 8:00 AM to 3:00 PM. Vendors arriving after 3:00 PM will not be allowed to drive onto the fairgrounds and must transport items on foot. No refunds will be issued for lost setup time.

### **Liability & Insurance**

I understand that the MBA, Town of Westerly, State of Rhode Island, and Department of Environmental Management are not liable for damages caused by weather, fire, strikes, or other unforeseen events. I agree to hold them harmless from any claims or liabilities related to my participation in the festival.

I will list the Town of Westerly, State of Rhode Island, Department of Environmental Management, and Misquamicut Business Association and its members as additionally insured on my policy. All waivers must include a Waiver of Subrogation, and endorsements must be attached to the certificate. Minimum coverage requirements:

- \$1,000,000 per occurrence
- \$2,000,000 aggregate
- \$100,000 property damage
- Food vendors must also carry Public and Product Liability Insurance of at least \$1,000,000

### **Arts/Crafts & Commercial Vendors**

I am responsible for providing a valid RI Sales Tax Permit and proof of insurance.

Note: RI craft vendors who do not already have the Artists Exemption from Sales Tax may request the application form.

All vendors must email a detailed list with specific descriptions of each item they intend to sell. Items not listed may be disallowed at the discretion of the promoter.

### **Food Vendors**

I am responsible for providing the following:

- RI Department of Health Mobile Food Unit Permit
  - List of food items being sold
- RI Sales Tax Permit
- Proof of insurance
- Mobile Food Establishment (MFE) registration

All vendors must email a detailed list with specific descriptions of each item they intend to sell. Items not listed may be disallowed at the discretion of the promoter.

***By signing below, I agree to all terms and conditions of this contract.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date