



2018 Fall Out of Summer Arts Festival VENDOR APPLICATION

Office Use Only:

EVENT TERMS

- Artists' Exchange's 11th annual Fall Out of Summer Arts Festival will take place outdoors on Rolfe Square and the lots surrounding Artists' Exchange and Citizens Bank (50 Rolfe Square, Cranston, RI) on Sunday, September 23rd from 10am to 4pm. **Please Note: There will be NO rain date this year.*
- Vendors can arrive as early as 8am to set up. VENDORS MUST BE FULLY SET UP BY 10am as the street will be blocked off to traffic. Artisans must supply own display, including table(s) and chair(s). There will be an additional registration fee for each additional space. Each space is approximately 9'x9'. This includes your sitting, storage, loading and display space. Tents 10x10 or smaller can be accommodated.
- A registration fee of \$35 is required with this application and your entry. You will receive a refund should you not be chosen to participate. Registrations received after September 1st, 2017 will qualify for late registration with a fee of \$50.
- All vendors are required to stay for the duration of the event.
- No refunds will be given after you are accepted into the show.
- Artists' Exchange is not responsible for any loss, damage or theft during the event.
- Our event is family-oriented. We reserve the right to require removal of any items which we do not deem appropriate for our audience. *Please also note that lower priced items tend to sell better at this event.*
- Your application, payment and images must be received by Friday, August 25th. *Artists' Exchange will contact all vendors who have been accepted.*

*If you are interested in participating in the festival, fill out the form below. Enclose three images (images unnecessary if website included below) of your work, along with a check payable to Artists' Exchange. MasterCard and Visa also accepted.
Mail to: **Artists' Exchange F.O.O.S. Fest, 50 Rolfe Square Cranston, RI 02910.***

ARTISTS' EXCHANGE 2018 Fall Out of Summer Arts Festival - ARTISAN/VENDOR REGISTRATION FORM

Contact Person: _____ Business Name (if applicable): _____

Mailing Address: _____

Email: _____ Phone Number: _____

Website or Social Media Account: _____

Product/Craft Type(s): _____ Price Range of Items: \$ _____ - \$ _____

How did you hear about the festival? _____

SALES PERMITS

____ I have a **Permit to Makes Sales at Retail**, issued by the RI Division of Taxation. Permit No. _____
(A copy of your permit must accompany this application)

____ I do NOT have a permit, and would like to purchase a **Temporary Retail Sales Permit** (\$10) at the event. **(Bring a check to make payable to RI Tax Administrator to the event)**. You will combine your taxes and the \$10 cost for the temporary permit in one check. Checks will be collected at the end of the event. *(This permit expires at the close of business at the event)*

PAYMENT

I will need _____ space(s). *Check here if you will be bringing a tent:*
_____ (# spaces) X _____ (rate) = _____ (registration fee)]

*Please note there is a \$2 transaction fee for credit cards processed manually (not in person).

____ Check Enclosed (# _____)

____ Please charge my credit card*: Card Type (circle one) MC VISA # _____ Exp. _____

DONATION

Artists' Exchange is a 501(c) 3 nonprofit organization, and all donations made are tax-deductible. Please bring a small item to donate (\$30 or less) for our annual holiday fundraiser. **Donation Description:** _____

TERMS

I have read and agree to abide by the terms described in the top section of this application.

Authorized Signature

Printed Name

Date