

*Coggeshall Farm Museum
4th Annual Wool and Fiber Festival
Vendor Agreement
May 15th, 2010
9 am to 4 pm*

Coggeshall Farm Museum is a living historical farm set on 40 acres- land that has been cultivated since the 17th century by European settlers, and even earlier by Native Americans.

The Museum is a non-profit educational institution and is supported by memberships, public and private grants and donations and various special events such as our annual Harvest Fair.

We would like to invite you to participate as a vendor in our Wool and Fiber Festival and would ask that you complete the following application. For those of you who have participated in the past- welcome back, to those who are new to the list- please consider joining us and adding to the quality of the fair by sharing your wares.

Your information:

Business Name _____ *Business Phone Number*

Contact Name

Business Address

Email address _____ *Will you be bringing fiber animals?* _____

Product Description

.....
.....

- I have enclosed booth space payment. _____ (#of spaces) x \$ _____\$ _____*
- I have enclosed electrical payment of \$15 _____ for food vendors only*
- I have enclosed a late payment fee of \$ _____*

I have read and agree to the information provided in the Vendor agreement. I understand that no other verbal representation by either party is part of this agreement. The information I have provided and contained herein is accurate to the best of my knowledge and belief.

Vendor signature

Printed name

Send copy of application with check (made payable to Coggeshall Farm Museum, Inc) to Coggeshall Farm Museum Inc, Wool and Fiber Festival, attn: Linda Rhynard, P.O. Box 562, Bristol RJ 02809. Questions can be directed to Linda Rhynard at (401) 258-7577

Coggeshall Farm Museum
4th Annual Wool and Fiber Festival
Vendor Agreement
Saturday May 15th, 2010
9 am to 4 pm

Agreement: Vendors are contracted to sell on the items listed in the contract agreement, preferably quality natural fiber and fiber related items, food and hand-crafted products .Coggeshall Farm Museum, Inc. does not permit the sale of products that will damage the environment or items that may be harmful to wildlife. Coggeshall Farm Museum Inc, also reserves the right to remove products from your area that do not meet the above criteria or are deemed inappropriate for this fair. This is the entire agreement and any verbal representation is not permitted as part of this agreement

*There are no "exclusive" sale opportunities on any other products at the fair.
Reservations: Must be made prior to April 15th with payment in full. Partial payments are not accepted and vendors are not permitted on the grounds unless payment in full has been received. A late registration fee of \$15 will be collected for those applications received after April 1st. We reserve the right to apply a \$25 fee to returned checks. Payment accepted after May 1 st must be cash, money order or cashier's check. **NO FIBER ANIMALS WILL BE ADMITTED WITHOUT APPROPRIATE VET PAPERS.***

Prices: One Day 9am-til 4 p.m.Saturday

<i>Arts and Crafts (handmade/one of a kind).....</i>	<i>\$50</i>
<i>Frozen Lemonade/Ice Cream/Desserts.....</i>	<i>\$100</i>
<i>Fiber Vendors.....</i>	<i>\$50</i>
<i>Food Vendor*.....</i>	<i>\$200</i>

** These sales categories are subject to approval by Fair committee. Food vendors must comply with RI Health Dept.regulations. Anyone bringing animals must provide copies of appropriate vet papers and have them available the day of the event. All vendors must have a State of RI tax number. Please contact the State of RI Sales Tax office To obtain your temporary number This must be submitted with your application If you do not have a valid tax number please make arrangements with the Chairperson to purchase a one day tax ID PRIOR TO THE FESTIVAL DATE.. - limited supply*

RAIN or SHINE EVENT-

*Set-up: after 7: am on Saturday morning only- Friday evening set up is not possible. If you have ropes or tie-downs **SAFETY** is your main concern. Please be certain that they are clearly visible and spectator safe. This is an outdoor event. There will be no large tent this year..*

Vendor placement- Booth space is approx 10'x10'. Spaces are assigned as you arrive on Saturday morning. You will be responsible to supply your display table, canopy etc.

Electrical power- please contact us for information- limited access is available (for food vendors only)

Send copy of application with check (made payable to Coggeshall Farm Museum, Inc) to Coggeshall Farm Museum Inc, WOOL AND FIBER FESTIVAL- ATTN: LINDA RHYNARD, PO BOX 562, BRISTOL RI 02809. Questions-direct to Linda Rhynard at (401) 258-7577 or to the Farm Managers at 401-253-9062

Important Info for Vendors

It's hard to believe that this will be our 4th Annual Wool and Fiber Festival.. We have had a wonderful time with each event. We have also learned new things with each year. There are several key things that we need to be aware of now that we have matured our process.

RJ Sales Tax

- 1. We are an official event, recognized by the State of Rhode Island. As such we are required to inform the State of our list of Vendors and their Tax ID number. Therefore you will be REQUIRED to include your Tax information- State of RI tax ID number- with your application. IF YOU DO NOT HAVE a tax ID number I strongly suggest that you obtain one prior to the event from the State of RI Sales Tax office.. I will only have a limited number of "single event" forms..*
- 2. If you are going to need a "single event" application, please let me know before the event date and YOU WILL NEED TO FILL IT OUT AND SUBMIT IT TO ME WITH THE FEE PRIOR TO SETTING UP YOUR BOOTH. Checks for this tax ID must be made out to the State of RI =Dept of Taxation and will be collected PRIOR to your set up. NO EXCEPTIONS... so in the long run it's easier for you to get your own and provide me with the number on the application.. Next year there will be NO forms available on the day of the event.*

Booth Set up

- 1. There will be NO large tent this year.. All vendors must supply their own set up to include covering tables and chairs*
- 2. All vehicles must be off of the grounds by 8:30 am. The gates open at 9 am. Any vendor arriving after 8:15 will be required to hand carry their goods from the parking area.. NO EXCEPTIONS. There will be people at the site at 6:30 am to direct incoming vendors..*

Live animals

- 1. Fiber Animals are always enjoyed by our visitors.. We want to assure the safety of the animals as well as our guests. If you plan to bring fiber animals please note the following*
 - a. All large animals must have proof of current appropriate immunizations*
 - b. All animals must be in a safe secure place and monitored at all times by their owners.*
 - c. Appropriate weather protection will be the responsibility of the owner.*
 - d. Please make certain that you have "antibacterial gels" available for visitor use if they touch the animals.*

Vendor Raffle

We had a successful raffle last year thanks to the generous donations from the Vendors. While we need to work out the kinks- everyone enjoyed the selection and it provided a generous donation to the farm.. More to come ..

*IF YOU HAVE ANY QUESTIONS ABOUT ANY OF THESE ITEMS PLEASE CONTACT
Linda Rhynard- 401-258-7577 at any time.*

***NO DOGS ARE ALLOWED ON THE GROUNDS AT ALL-
NO EXCEPTIONS.***