



Gaspee Days Committee

PO Box 1772, Pilgrim Station
Warwick, RI 02888
(401) 781-1772

www.gaspee.com
www.gaspee.org
www.pawtuxet.com

The Gaspee Days Committee is a civic-minded, nonprofit organization that operates many community events in and around Pawtuxet Village, including the famous Gaspee Days Parade each June. These events are all designed to commemorate the 1772 burning of the hated British revenue schooner, HMS Gaspee, by Rhode Island patriots as America's 'First Blow for Freedom'™

Gaspee Days Arts & Crafts Festival 2010

You are invited to apply for participation as an artist/crafter in the Annual Gaspee Days Arts & Crafts Festival which will be held on Memorial Day Weekend, **May 29, 30, and 31, 2010.**

Note: Food Vendors, Amusement Vendors, and Performance Artists are NOT considered 'Arts & Crafts' Vendors. Food Vendors, Amusement Vendors, and Performance Artists are contracted separately through the Arts and Crafts Festival [Food Vendors & Entertainment Chair](#).

The Gaspee Days Committee fee is **\$175** per space for the three day event. There is also a City of Warwick 'Arts and Crafts' License fee of \$25 per day (**\$75** for the three day event). Final acceptance is contingent on separate approvals by **both** the Gaspee Days Committee and the City of Warwick.

Step 1-Application to The Gaspee Days Arts & Crafts Festival 2010

The following items **must** be included when application is made:

- a) **Artist/Crafter application form** found on page 5 of this packet. You must list **everything** you intend to sell on the application.
- b) Copy of applicant's valid **Rhode Island Sales Tax Permit**.

All Sales Tax Permits and Tax ID Numbers will be checked by the RI Division of Taxation for accuracy and currency before you will be accepted. We **must** have your valid Rhode Island Sales Tax Number for our files, so **please make sure you send a copy**.

- If you do not have a Rhode Island Tax ID Number you will be required to fill out a **RI Temporary Sales Tax Permit**, The Arts and Crafts Festival Chair will each morning have available RI Division of Taxation Temporary Sales Tax Permits for \$10 each to be paid by **check only**. The RI Division of Taxation **will not accept cash** with these permits.
- Note: Although you may have a RI Tax ID Number, if you have an **out-of-state address**, the RI Division of Taxation requires the Gaspee Day Committee to collect **7% RI Sales Tax** from you on your total receipts, payable by **check** to the '**RI Division of Taxation**'. This will be collected by a representative of the Gaspee Days Committee at your booth on the **last day** of the Festival. **Please note that any collection problems will be referred to the RI Division of Taxation.**

- c) **Two photographs** (or website address with photos) of applicant's art and/or craftwork.
- d) Copy of applicant's RI Department of Health **kitchen permit** – this applies only to those applicants intending to sell **craft food products**, i.e. jams, candy or other crafted food items.
- e) Check payable to the **Gaspee Days Committee** in the amount of **\$175** per space applied for.

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| <ul style="list-style-type: none"><input type="checkbox"/> Application form<input type="checkbox"/> Copy of RI Sales Tax Permit<input type="checkbox"/> 2 photos of art/craftwork, or website<input type="checkbox"/> RI Kitchen Permit (if applicable)<input type="checkbox"/> Check for \$175 per space |
|--|

Mail package to:

Gaspee Days Arts & Crafts Festival PO Box 1772 Warwick, RI 02888

We need time to process the licenses and permits in coordination with the City of Warwick Licensing Board. Therefore, all **applications should be received by April 1st, 2010**. Applications sent after this date may be accepted, however, there is no guarantee of acceptance in the Festival until the City of Warwick Licensing Board has finished their verification process..

IMPORTANT – Fees to be paid to both the Gaspee Days Committee & the City of Warwick MUST be paid prior to the show; vendors planning on paying the day of the show will not be accepted and will not be allowed to set up.

If you are requesting the same space as a previous year – applications **MUST** be in by **April 1st, 2010** – after that date space assignments will be made on a first come-first served basis. Note that spaces have been renumbered this year to odd numbers on the East side and even numbers on the West side, but we will try to maintain the same general locations as in previous years.

After **May 1st** we can only accept **money orders**. Personal checks do not have time to clear, so please remember this.

Once we act favorably on your application, we will notify you by email (or regular mail if no email address is listed) of your approval by the Gaspee Committee, pending approval by the Warwick Licensing Board. Fill out the application to the City of Warwick Licensing Board for a ‘Arts & Crafts’ License that costs **\$75** for the three days (\$25.00 per day) **You will not be allowed participate in the Gaspee Days Arts & Crafts Festival without this License.**

Questions regarding the City of Warwick Licensing process and acceptance only should be directed to: William Lagasse – City of Warwick Licensing Clerk (401)-468-4340 email address: wpllicense@warwickri.com.

Once the City of Warwick Licensing Board notifies us that they have issued you an Arts & Crafts License valid for the Gaspee Days Arts & Crafts Festival, you are considered to be accepted as a participant. This will hopefully be made by **May 1st or shortly thereafter**. .

This application package is also available on the Gaspee website at www.Gaspee.com.

NOTICE: You MUST include an email address – all correspondence, acceptances, space assignments, and future years applications will be sent by email.

It is strongly recommended that out-of-state participants requiring lodging plan ahead. Follow this link to **Warwick Area Hotel Accommodations:** <http://www.visitwarwickri.com/hotels.htm>

If you have any questions, please e-mail us at: BanditDami@verizon.net . Note that the Gaspee voicemail box at **401-781-1772** often becomes overloaded,

Arts & Crafts Chair cell phone for urgent questions during the Festival **only: TBA**

Tina Bingham

Chair, Gaspee Days Arts & Crafts Festival

Gaspee Days Committee

Phone: **(401) 781-1772** or **(H) 401-785-3485**

Email: BANDITDAMI@verizon.net



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Rules of the Gaspee Days Arts & Crafts Festival

1. There will be **no rain dates** for the Festival and **no refunds** will be given in the event of inclement weather.
2. All work must be the **original workmanship** of the artist or craftsperson. No agent or dealers will be accepted.
3. No vendors that sell sunglasses, retail jewelry, carded hair items, dresses with labels or flea market items will be accepted. Novelty vendors will not be limited. If you are accepted and display any of the above items, or ANY ITEM which is deemed inappropriate by the Gaspee Days Committee, you will be **asked to leave, and your fees will not be refunded**.
4. Each participant will be allotted approximately **15 feet of street-front space**. Of course if your needs require, you may apply for more than one adjoining space. The spaces are measured from number to number. Your assigned space number will be emailed (or regular mail if no email) to you after your tax number and license have been verified.
5. Please be careful on tent sizes. You are allowed 15 feet wide with **no more than 10 feet projecting** into the street. This distance will be checked by tape measure during the show and if this distance is not observed your exhibit will have to be moved to the appropriate distance – repeated requests to move your exhibit within the space required will impact you being asked back in future years. This is a public safety issue that is **non-negotiable**, so please select tents accordingly. There are no electrical or water outlets available.
6. **Trash is the responsibility of each participant**. The Gaspee Days Committee will provide trash bags and a dumpster. Please ensure that your area is clean before leaving each day.
7. The Festival is open to the public between the hours of 10 am and 5 pm.. You will not be allowed to set up your exhibit **before 7:00 am – keep in mind the road is not shut down to non Arts & Crafts related traffic until 8:00am**. Your exhibit station must be **completely dismantled and completely** backed off of Narragansett Parkway **no later than 6 pm** each day, so as to allow resumption of normal traffic. **There are no exceptions to this shut down time – repeated failure to observe this rule will affect your participation in future Gaspee Arts & Crafts Festivals**.
8. A **security detail** will be assigned to the area during the evenings of Saturday and Sunday, from 6 pm to 8 am. While we try hard to maintain a secure environment, the Gaspee Days Committee is **NOT** responsible for losses or damages due to theft or vandalism.
9. Please be advised that Warwick **Police regularly ticket** vehicles that are illegally parked along side roads adjoining the Festival. \$50 fines are usual. We will give you a pass with your space number on it to place in the window of your vehicle. This **does not guarantee you will not get a ticket if parked illegally** – it will, however, give the police the ability to ask you to move your vehicle **if time permits**.
10. Designated **handicapped parking** and port-o-johns are available in the vicinity of Narragansett Parkway and Canonchet Avenue, to the South of the Arts & Crafts Festival.
11. All participants must fully comply with all **applicable taxation, health, permit, and license requirements** as set forth by the State of Rhode Island, City of Warwick, and/or the Gaspee Days Committee.



Gaspee Days Arts & Crafts Festival - Artist/Crafter Application 2010

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RI Tax ID# _____ *This will be checked for accuracy and currency with RI Dept. of Taxation*

- For only those without a RI legal address: RI SALES TAX NO. _____
- For only those selling food items as an Arts & Crafts exhibitor: RI Dept of Health Kitchen Permit No: _____

Name: _____

DBA: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ E-MAIL : _____

Website Address: _____ Number of Spaces requested: _____

Description of all Art/Craft items you intend to sell: _____

Amount Enclosed @ **\$175** per space: \$ _____

I/We agree to abide by all of the Rules of the Gaspee Days Arts & Crafts Festival as published at <http://gaspee.com/ArtsandCraftsAppl.doc>. Final acceptance is contingent on separate approvals by BOTH the Gaspee Days Committee and the City of Warwick. Your signature below verifies that you understand this process.

Signature of Applicant

_____/_____/_____
Date

Please submit with this page of the application:

- One copy of your RI Sales Tax Permit**
- Two photos of your art or craftwork, or website**
- RI Kitchen Permit (if applicable)**
- Check payable to: "Gaspee Days Committee"**

Mail to:

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