



## **Gaspee Days Arts & Crafts Festival – 2012 Application Instructions**

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 26-28, 2012.**

*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 & Crafts Festival Food Vendors & Entertainment Chair.*

The Gaspee Days Committee fee is **\$175.00** per space for the three (3) day event. There is also a City of Warwick "Arts & Crafts" License fee of \$25 per day (\$75 for the three day event).

The application is a **2-step process**. Final acceptance is contingent on separate approvals by both the Gaspee Days Committee and the City of Warwick.

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 1<sup>st</sup>.** 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 and the City of Warwick must be paid prior to the show; vendors attempting to pay on 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 last year, applications must be in by **April 1<sup>st</sup>**, after that date space assignments will be made on a first come-first served basis. After **May 1<sup>st</sup>** we can only accept money orders for payment as personal checks will not have time to clear.

Once we act favorably on your application, we will notify you and send you a **Step 2 Application** for "Arts & Crafts" license which is issued by the Warwick Licensing Board. Fill out the application for this license; the fee is \$75.00 for the 3 days (\$25.00/day). **You will not be allowed to 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 the City of Warwick Licensing Department at:**

Heather Kelly at 401-468-4341, e-mail at [wpdalarm@warwickri.com](mailto:wpdalarm@warwickri.com)  
William Legasse at 401-468-4340, e-mail [wplicense@warwickri.com](mailto:wpdlicense@warwickri.com)

Once the City of Warwick Licensing Board notifies us that they have issued you a license for the Arts & Crafts Festival, you will be considered as accepted as a participant in the Gaspee Days Arts & Crafts Festival. This acceptance will be made on or about by May 1<sup>st</sup>.

All vendors requesting Temporary Sales Permit forms will be sent the form with their Step 2 Application. This must be filled out and sent back to the Gaspee Arts & Crafts Committee with **\$10.00** fee at least two weeks prior to the show. The Exhibitor's Copy (yellow copy) will be returned with the space assignment. This copy must be posted at all times during the festival. Failure to display the copy will result in a new permit to be purchased at the show and the possibility that the Division of Taxation will not permit the vendor to sell at all.

**Non-Profit Organizations:** Applications from non-profit organizations will be considered, but not accepted, until for-profit crafters and artists are accepted. Inclusion in the festival will be dependent on space availability, type of booth, and at the discretion of the Arts & Crafts Chair - duplication of items sold by for-profit crafters & artists will not be allowed. The Gaspee Arts & Crafts Festival is the Gaspee Committee's main fundraiser to pay for the Gaspee Days Parade. All non-profits will be required to either perform a service for the Gaspee Committee during the Arts & Crafts Festival weekend or make a monetary donation to the committee. Services to be performed can include, but not limited to, trash pick-up in Pawtuxet Park, trash collection on Narragansett Parkway or to serve as runners for vendors to and from the food court. The service the non-profit chooses must be listed on their application; local non-profits will be given first preference. Non-profit groups selling soda, water or food items will be under the jurisdiction of the Food Vendor Chair, **not** the Arts & Crafts Chairpersons.

Notice: You must include an e-mail address. Correspondence, acceptance, space assignments and future applications will be sent by e-mail whenever possible. This application package is also available on the Gaspee website at [www.Gaspee.com/ArtsandCrafts.htm](http://www.Gaspee.com/ArtsandCrafts.htm)

It is strongly recommended that out-of-state participants requiring lodging plan ahead. Follow this link to Warwick area hotel accommodations: [http://visitwarwickri.com/places\\_to\\_stay.php](http://visitwarwickri.com/places_to_stay.php)

If you have any questions, please e-mail us at [BanditDami@verizon.net](mailto:BanditDami@verizon.net) or leave a message on the Gaspee voicemail box, 401-781-1772, option 3. Thank you.

### **Tina Bingham**

Co-Chair  
Gaspee Days Arts & Crafts Festival  
Phone: 401-781-1772, Option 3 or 401-785-3485  
e-mail: [BanditDami@verizon.net](mailto:BanditDami@verizon.net)

### **Ryan Giviens**

Co-Chair  
Gaspee Days Arts & Crafts Festival  
Phone: 401-781-1772, Option 3 or 401-743-6171  
e-mail: [RGiviens@gmail.com](mailto:RGiviens@gmail.com)

Cell phone for urgent messages during the festival only: **401-241-8851**





## **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. Specific novelty vendors will be limited. If you are accepted and display any of the above items or display 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 sent 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 maintained, your exhibit will have to be moved to the appropriate distance. **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. Residents of Narragansett Parkway have complained about the trash left behind by vendors. Repeated problems could result in the cancellation of future festivals.
7. The festival is open to the public on Saturday and Sunday from 10:00 AM – 5:00 PM and on Monday from 10:00 AM – 4:00 PM. As a consideration to our neighbors, **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 8:00 AM. Your exhibit station must be **completely dismantled** and completely moved off Narragansett Parkway **no later than 6:00 PM** each day, so as to allow the resumption of normal traffic. There are **no exceptions** to this shut down time.
8. Exhibitors must dismantle their booths and place items and supplies on the sidewalk before bringing cars on the Parkway. Cars may be brought onto the Parkway one half-hour after close of the show. **Please be mindful all crafters are trying to get out at the same time** and park vehicles being loaded as close to the curb as possible. Do not park in the middle of the street and block the road.
9. If there is a weather emergency Gaspee Committee members will attempt to contact all vendors to give a warning. If a vendor must leave due to a family emergency, contact a member of the Gaspee Arts & Crafts committee and your situation will be addressed on an individual basis.
10. A security detail will be assigned to the area Saturday and Sunday evenings, from 6:00 PM – 8:00 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.
11. Please be advised that Warwick Police regularly ticket vehicles that are illegally parked along the 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.
12. Designated handicapped parking and port-a-johns are available in the vicinity of Narragansett Parkway and Canonchet Avenue, to the south of the Arts & Crafts festival.
13. **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.**





## Step 1 – Gaspee Days Arts & Crafts Festival - 2012 Application

RI Tax ID # \_\_\_\_\_ This number will be verified with the RI Division of Taxation.

- For only those without a RI legal address: RI Sales Tax Number: \_\_\_\_\_
- For only those selling food items as an Arts & Crafts Exhibitor: RI Dept of Health Kitchen Permit Number: \_\_\_\_\_

If you have a **RI legal address** but do not have a RI Tax ID Number, you will be required to fill out a **RI Temporary Sales Tax Permit** prior to the festival. **The fee for the permit is \$10.00 and must be paid by check.** The RI Division of Taxation will not accept cash as payment.

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 Days 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.**

<b>Name:</b>		
<b>DBA:</b>		
<b>Address:</b>		
<b>City/State/Zip:</b>		
<b>Phone:</b> (    )	<b>E-mail:</b>	
<b>Website address:</b>	<b>Number of Spaces Requested:</b>	

<b>Description of all Art/Craft items you intend to sell:</b>
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<b>Amount Enclosed @ \$175per space: \$</b>
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I/We have read and understand all of the Rules of the Gaspee Days Arts & Crafts Festival as published at [www.gaspee.com/ArtsandCraftsApp.pdf](http://www.gaspee.com/ArtsandCraftsApp.pdf) and agree to abide by said rules. 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*

<b>Please submit with this page of the application:</b> <ul style="list-style-type: none"> <li>▪ This page completed application form</li> <li>▪ Copy of RI Sales Tax Permit</li> <li>▪ RI Kitchen Permit (if applicable)</li> <li>▪ 2 photos of art/craftwork or website address</li> <li>▪ Check for \$175 per space payable to: <b>Gaspee Days Committee</b></li> </ul>	<b>Mail application package to:</b>  <b>Gaspee Days Committee Arts &amp; Crafts Festival</b> <b>PO Box 1772</b> <b>Warwick, RI 02888-8883</b>
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