

***2015 Harvest Fair  
Vendor Agreement  
Application Deadline: Friday, August 21, 2015***

*Greetings, Vendors!*

*Coggeshall Farm Museum’s 42nd Annual Harvest Fair will take place Saturday, Sept. 19 and Sunday, Sept. 20 in Bristol, Rhode Island. This family-friendly event attracts thousands of people from across New England for two days of old-fashioned fun, festive music and dancing, friendly competition, delicious local food, and vendors and artisans specializing in hand-crafted and one-of-a-kind items.*

*Coggeshall Farm Museum is a living history farm depicting the lives of Rhode Island’s salt marsh tenant farmers in the late 18th century. During the event, interpreters in authentic 18th-century clothing will mingle with guests and offer guided tours of the historic 1799 farmhouse.*

*We are welcoming back vendors who have been coming for years while seeking new vendors who would add to (and benefit from) the event. Our staff is working hard to make this the biggest and most successful Harvest Fair ever. High-quality vendors enliven the fair, attract visitors with dollars to spend and provide us additional ways to publicize the Fair.*

*Coggeshall is a non-profit educational institution supported by memberships, public and private grants, donations and special events. This coastal farm has been cultivated since the 17th century by European settlers and even earlier by Native Americans. Harvest Fair provides our greatest single opportunity to draw New Englanders to our farm, and we are grateful for your involvement in our signature fundraising event.*

*Please take a moment to review the attached materials and feel free to recommend artists and vendors who would enhance the Fair. I welcome you to contact me personally with any questions.*

*Cindy Elder*

*Executive Director*

**BOOTH FEES**

*Booth pricing has remained unchanged for four years in an effort to make this event affordable for our valued vendors.*

Booth Fees include both Saturday and Sunday. Booths are approximately 10’ x10’. Vendors must supply their own tents, tables, chairs and any other fixtures you will need for your booth.

Arts and Crafts (handmade/one of a kind)...............................…….....$75

Frozen Lemonade/Ice Cream/Desserts\*....................…....................$125

Food Vendor\*...............................................….………........................ $200

Electricity (food vendors only)..……………………………………………………….$15

* Food vendors must comply with RI Health Dept. regulations.

**Sales Tax Information:** The State of Rhode Island requires that all event vendors have a current Rhode Island tax ID number. If you do not have a Rhode Island tax number, you may purchase a temporary one at the Fair for $10. Please make the check out to the State of Rhode Island. Please bring additional blank checks with you, as ALL VENDORS are required to pay Rhode Island taxes on items subject to tax at the end of each day.

Sales tax forms will be distributed and day-end tax fees collected at the Vendor Registration section of the Registration Area.

**Please fill out the vendor form on the next page and send it to us with your payment. Keep the other pages as they contain important information on set-up, RI taxes, and more.**

If you have any questions, please contact:

Cindy Elder, Executive Director

Coggeshall Farm Museum

1 Colt Drive

Bristol, RI 02809

Email: [c.elder@coggeshallfarm.org](mailto:c.elder@coggeshallfarm.org)

Office: 401-253-9062

Cell: 508-733-2443

**2015 Harvest Fair Vendor Agreement Form**

**Please complete this form and return it with your check for full payment (made out to Coggeshall Farm Museum) by August 21 to: Cindy Elder, Coggeshall Farm Museum, 1 Colt Drive, Bristol, RI 02809. Thank you!**

Business Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RI Tax ID#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*Check here if you will need to purchase a temporary RI Tax ID for $10\_\_\_\_\_ (make checks out to the State of Rhode Island and bring the day of the event, to include in the envelope with your taxes)

Business Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Product Description\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please read the Vendor Agreement on the following pages and then fill out the following:

I have enclosed booth payment for \_\_\_\_\_\_(# of spaces) x $\_\_\_\_\_\_ (see rates for vendor type on page 2) for a total of $\_\_\_\_\_\_\_\_\_\_\_.

Food Vendors Only: I have enclosed electrical payment of $15 \_\_\_\_YES \_\_\_\_NO

I have enclosed a late payment fee (after August 21) of $ 15 \_\_\_\_YES \_\_\_\_NO

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Important Vendor Information**

**Vendor Agreement:** Vendors are contracted to sell only the items listed in the contract agreement, preferably quality food and hand-crafted or one-of-a-kind 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 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 products at the Fair.

**Reservations:** Must be made by August 21 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 August 21. We reserve the right to apply a $25 late fee to returned checks.

**Set-up:** You may set up between 4pm and 8pm on Friday, Sept. 18 and/or as early as 6 am on Saturday, Sept. 19. All booths must be fully set up by 9am on Saturday. If you have ropes or tie-downs, safety is your main concern. Please be certain they are clearly visible and spectator safe. All vehicles must be off the grounds by 9am on Saturday, Sept. 19.

**Electrical power:** Due to limited access, we offer electrical power for food vendors only.

**Vendor Placement:** Booth space is approximately 10x10. You will be responsible to supply your display table, tent, etc. Booths will be assigned by the Special Events Coordinator based on the logical layout of the Fair.

**Rhode Island Sales Tax:** Please see information on page 2.

**Publicity:** Please email photos of your products – preferably with you in the picture – to Cindy Elder at [c.elder@coggeshallfarm.org](mailto:c.elder@coggeshallfarm.org). Please provide a link to your website or other site where customers can learn more about your product or skill. We will be running an aggressive publicity campaign! Any vendor who provides these details will be featured in our publicity.

**Security:** Coggeshall Farm Museum will provide overnight security Friday and Saturday night, but we recommend that you do not leave out high-priced items or anything that can be damaged by rain, dew, wind or other weather occurrences overnight.

**Questions?**

Contact Executive Director Cindy Elder with any questions.

Email: [c.elder@coggeshallfarm.org](mailto:c.elder@coggeshallfarm.org)

Office: 401-253-9062

Cell: 508-733-2443

**Tips from Successful Vendors**

Some of our most successful vendors have provided these suggestions to help you attract customers and sell your products:

* If you are an artisan or musician, demonstrations of your craft will draw people to your booth.
* Offer low-priced, kid-friendly items as well as more expensive items for the more sophisticated shopper.
* Offer a way to accept credit card payments – shoppers will buy more and consider more expensive items if you do this. Go to squareup.com for easy solutions.
* Engage visitors as they go by! Don’t sit in the back of your booth – come out front and greet people.
* Offer a raffle at your table and include email and phone as part of the raffle registration. Coggeshall will not be asking you to provide an item for our raffle.
* Think about the design of your booth before you come. Make it colorful and visually appealing. Make sure prices are clearly marked.
* Bring a bag filled with items you might need: pens, markers, paper, scissors, tape, rubber bands, etc.
* Offer business cards, brochure, flyer or other promotional items.
* Offer bags to customers who make a purchase.
* If you are selling clothing or jewelry, bring a mirror.
* A basket of candy draws in the casual passerby.
* Bring along a friend or family member to spell you so you can have a break and visit with other vendors.
* Track your sales as you go so that end-of-day tax accounting is easy. This will also help you think about your strategy for the second day of the fair. You might want to rearrange your booth to feature best-selling items.

**Thank you for joining Coggeshall Farm Museum’s 2015 Harvest Fair!**