



2018 Harvest-to-Table Fair

Vendor Agreement

Coggeshall Farm Museum is pleased to announce a new take on a time-honored tradition: the 45th Annual Harvest-to-Table Festival! This year, on Sunday, October 14, Coggeshall will take community involvement and outreach to a new level, and we invite you to be a part of this historic moment for our museum.

Harvest-to-Table Fair features all things culinary. We are partnering with local restaurants to bring local cuisine and new life into Coggeshall tradition. Different from other years, the fair will take place *ONE DAY ONLY*. As always, we look forward to welcoming thousands of people from all over New England to this family-friendly event featuring festive music & entertainment, friendly competition & games, delicious local food, vendors, and old-fashioned fun! This year, in order to encourage our guests to spend more once they have made it through the gate, the event will be **free to attend**.

Coggeshall Farm Museum is a living history farm depicting the lives of Rhode Island's salt marsh tenant farmers in the late 18th century. As a non-profit educational institution, we are supported by memberships, public and private grants, donations and special events. Harvest-to-Table Fair is our signature fundraising event, allowing us to showcase our great museum to all of New England. We are grateful for your involvement.

Whether you are a returning or first-time vendor, we are excited to host you for this year's Harvest-to-Table Fair! Please take a moment to review the attached materials and feel free to recommend artists and vendors who would enhance the Fair. We welcome you to contact us with any questions.

With gratitude,

Eleanor Langham & McKayla Hoffman

2018 Harvest-to-Table Fair Coordinators

BOOTH FEE

Booths are approximately 10' x 10'. *Vendors must supply their own tents, tables, chairs and any other fixtures you will need for your booth.*

Standard Vendor\$55
Hope & Main Vendor\$50

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 Eleanor Langham or McKayla Hoffman.

Coggeshall Farm Museum
1 Colt Drive
Bristol, RI 02809

Email: e.langham@coggeshallfarm.org / m.hoffman@coggeshallfarm.org
Office: 401-253-9062
Cell: 203-482-9327 (Eleanor) / 508-813-0575 (McKayla)

*Coggeshall Farm Museum is a living history salt marsh tenant farm set on 48 acres of land in Bristol, Rhode Island. This coastal farm has been cultivated since the 17th century by European settlers and even earlier by Native Americans. We depict the lives of everyday tenant farm families from the 1790s and honor the experience of working people who built this country from the ground up. Coggeshall is a non-profit educational institution supported by memberships, public and private grants, donations and special events. **Your vendor registration fee helps us to maintain our museum and serve as an educational resource to the public.***

2018 Harvest-to-Table Fair Vendor Agreement Form

EVENT DATE: SUNDAY, October 14, 2018

FREE AND OPEN TO THE PUBLIC 11 AM - 4PM, RAIN OR SHINE

LOCATION: COGGESHALL FARM MUSEUM, 1 COLT DRIVE, BRISTOL RHODE ISLAND 02809

Please complete this form and return it with your check for full payment (made out to **(Coggeshall Farm Museum)** to: Eleanor Langham, 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 two checks out to the State of Rhode Island and bring the day of the event)

Business Address: _____

Product Description: _____

Please read the Vendor Information 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 \$_____.

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. If I withdraw my application within 30 days of the event, my vendor fee is non-refundable.

Vendor Signature: _____

Date: _____

Important Vendor Information

Vendor Agreement: Vendors are contracted to sell only the items listed in the contract agreement. 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 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.*

Booth Reservation: Must be made with payment in full. Partial payments are not accepted and vendors are not permitted on the grounds unless payment in full has been received. We reserve the right to apply a \$25 late fee to returned checks.

Set-up: You may set up between 4pm and 8pm on Saturday, October 13 and/or as early as 8 am on Sunday October 14. All booths must be fully set up by 10 am on Sunday. If you have ropes or tie-downs, safety is imperative. Please be certain ropes and tie-downs are clearly visible and spectator safe. All vehicles must be off the grounds by 10 am. *Vendors must begin take-down no earlier than 4:00 pm.* This is important for your safety and the safety of our visitors.

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 based on the logical layout of the Fair.

Rhode Island Sales Tax: All vendors who make sales during Harvest-to-Table Fair must display their RI Permit to make sales or use a Temporary Sales Permit available at the event. Temporary Sales Permits are \$10.00. Please bring two checks made out to "RI Tax Division" if you will be using a Temporary Sales Permit. We will walk you through the form if you need help.

Publicity: Please email photos of your products – preferably with you in the picture – to Eleanor Langham at e.langham@coggeshallfarm.org. Please provide a link to your website or other site where customers can learn more about your product or skill.

Security: Coggeshall Farm Museum will not provide overnight security. Vendors are responsible for keeping their area secure.

Children and Pets: Harvest-to-Table Fair is a family-friendly event! While we encourage you to bring your kids, please ensure that you keep an eye on them during the event. All children must be attended to for their safety. Unfortunately, for the safety of our animals, dogs are not allowed on the premises, with the exception of service dogs.

Questions?

Contact Eleanor Langham or McKayla Hoffman with any questions

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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 kit with items you might need: pens, markers, paper, scissors, tape, rubber bands, etc.
- Offer business cards, brochures, flyers, 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 give you a break during the day.
- Track your sales as you go so that end-of-day tax accounting is easy. You might want to rearrange your booth to feature best-selling items. We use SQUARE at the museum and find it to be helpful.

**Thank you for joining
Coggeshall Farm Museum's 2018 Harvest-to-Table Fair!**