

2016 CLUB VENDOR REGISTRATION AGREEMENT & CONTRACT

GENERAL

Vendor registration will open September 1, 2015. Vending spots are issued on first come-first served basis. We will try to accommodate where possible. All vendors must pre-register at least 30 days prior to meet. Confirmation will be sent to all registrants. Unused spaces are not refundable. Neither SDC membership nor Meet registration is required to be a vendor. However, participation in any Meet activities does require registration in the 2016 SDC Meet. All buildings are non-smoking. No alcohol permitted.

Ocean Bay Chapter reserves the right to: change swap meet layout and space assignments as needed for the good of the meet; eject any vendors who are selling unacceptable items; eject any vendor who is a disruption to the meet; enforce compliance with the rules set forth here by the Meet officials; amend these rules as needed throughout the meet.

Any changes to the layout of the swap meet or reassignment of spaces must be cleared through Meet officials. All questions should be addressed to Meet officials at the Vendor Registration Desk. Vendor parking is available in the hotel parking lot. No transient vehicle parking allowed in outdoor vending area.

All vendors are required to have a "Temporary RI Vendor Permit." They cost \$10 and will be issued at the Meet. All vendors are required to pay R.I. (7%) sales tax on all sales. Payment must be made by check to Meet officials before leaving the Meet. We will have personnel to assist you in this matter. Contact Meet officials if you have a current RI permit.

MOVE IN/MOVE OUT

It is expected that all vendors will work together to ensure timely and orderly move-ins/outs. Indoor vending will be open to the public Sunday 4pm to 6pm, Monday-Thursday 8am to 5pm, and Friday 8am to 12pm. Indoor vending area must be vacated by Friday 3pm. Indoor vending will be locked and secured during off hours, and no entry into the vending area will be permitted. Area will be patrolled by security but SDC, Ocean Bay Chapter, and the Crown Plaza will not be liable for any losses or damages. Outdoor vending will be open Monday-Friday 8am to 5pm.

Indoor Vending: Indoor vending spots are 10x8 and cost \$40 each for the duration of the Meet. Rental tables are \$10 each (6' table and 2 chairs). Extra chairs are \$3 each. You may supply your own tables but we will not supply linens for them. Electric is available at \$30 per day/per vendor. Electricity cannot be shared between vendors.

Outdoor Vending: Outdoor spaces are 20x20 and cost \$30 for the duration of meet. You must supply your own tables and chairs. Outdoor vending is on grass. Any tents must be secured properly. You are liable for any damage caused by you and/or your equipment. Use of generators subject to approval from the fire marshall.

Vendor move-in: Set up is between 12pm and 4pm on Sunday, June 26, 2016. All Vendors are required to check in at Vendor Registration prior to move-in and setup of spaces. Only vendors with proper ID badges will be allowed entry during set up. No vehicles will be allowed in building. Unloading/loading must be done through the Grand Foyer area doors of the Crowne Plaza. It is recommended vendors bring a cart or dolly to assist in this process. Do not put any heavy or greasy parts on rented tables.

Vendor move-out: Tear down should not begin until Friday at the earliest. Early departures must be pre-arranged with the Meet officials. Vending spots should be left clean. All trash to be placed in the trash containers provided throughout the facility upon move-out so that volunteers can clean up the facility in a timely manner. Please do not leave unsold or unusable parts behind. **Indoor move-out must be completed by 3pm Friday. Outdoor vending area must be vacated by 12pm Saturday.**

All vendors must check out at Vendor Registration and make their sales tax payments prior to leaving the Meet.

APPLICATION FOR VENDOR SWAP SPACE – 2016 SDC MEET

Business Name: _____ Primary Contact: _____

Business Address: _____

City _____ State _____ Zip _____

Email address: _____ Phone # _____

Car Corral space _____ x \$20 each = _____

Indoor Spaces Required: 10' wide x 8' _____ x \$40 each = _____

6' Table w/ 2 chairs _____ x \$10 each = _____

Extra chairs required _____ x \$3 each = _____

Do you require electric? _____ x \$30 per day x 5 days = _____

Outdoor Spaces Required: 20'x20' _____ x \$30 each = _____

Do you need trailer parking? Yes _____ No _____

Do you need RV parking? Yes _____ No _____

Total Due: to be submitted with this form: \$ _____

Make check payable to: Ocean Bay Chapter/SDC and

Mail to: Dennis Dupont, 77 Island Pond Rd. Derry, NH 03038 Info: 603-434-9290

____ I have a current Rhode Island Sales Tax Permit (You must bring this to the meet.)

____ I will be making retail sales at the show and will obtain a Temporary Sales Tax Permit.

Your tax ID number or Social Security number is required on this form.

Note: You get this permit from us at the meet on the day you move in.

Bring two checks to the meet with you. (cash or credit cards not accepted).

1. To purchase Temporary RI Permit: \$10.00 (payable to "RI Division of Taxation").
2. To pay sales tax at the end of the meet (also payable to "RI Division of Taxation").

Exhibitors selling non-taxable products (clothing, footwear) are still required to have a permit to make sales, although you will not be required to collect sales tax on those items.

I _____ hereby agree to and will abide by the meet regulations.

Printed name

Signed: _____ Date: _____