



# Home & Garden Marketplace and Oceanside Boutiques

*Friday, June 21 through Sunday, June 23, 2019*



**2019 Newport Flower Show**  
***RULES & GUIDELINES FOR VENDORS***  
**2019 Show Theme: “Audubon: Artistic Adventures”**

Friday, June 21, 2019 – 10:30 a.m. to 5:00 p.m.

*VIP Guest Entry will begin at 9:30 a.m. on Friday, June 21, 2019*

Friday, June 21, 2019 – Opening Night Cocktail Party 6:00 p.m. to 9:00 p.m.

Saturday, June 22, 2019 – 9:00 a.m. to 5:00 p.m. and Sunday, June 23, 2019 – 9:00 a.m. to 5:00 p.m.

**VENDOR BOOTH LOCATIONS:**

Back Lawn - Oceanside Boutiques. Booth Space available at the rate of **\$1,200** for each 9' x 9' tented booth space.

Front Lawn - HOME or GARDEN items. Booth Space available at the rate of **\$1,000** for each 9' x 9' tented booth space.

Corner Booths are available in addition to the tented booth fee and will be available on a limited, first-come, first served basis. Not all requests for corner booth spaces can be granted. There will be an **additional \$200 fee** for each requested and assigned corner.

**BOOTH ASSIGNMENTS:** The Newport Flower Show Committee will evaluate and select all Vendors and determine all booth locations and assignments. Vendors may not sublet or apportion the entire or any part of their space. All display materials, items and equipment must fit within designated display space. Booth assignment locations cannot change once the committee has assigned them.

**CONTRACT:** This application, upon written acceptance by The Newport Flower Show (NFS) constitutes a valid and binding contract. The Newport Flower Show reserves the right to render all interpretations and to establish further regulations as may be deemed necessary for the general success of the Show. It is further agreed that the conditions, rules and regulations as herein stated and as outlined in this document are made a part hereof as though fully incorporated herein, and that the said Vendor agrees to be bound by each and every one thereof.

**FEES:** If accepted as a Vendor at The Newport Flower Show, a deposit of 50% of the total booth fee is required within five (5) business days of being notified by email. The booth deposit will act as confirmation of your participation at the Show. If your deposit is not received, we will consider the application cancelled and continue to accept additional applications to fill the booth space. Final booth payments are due on or before Friday, May 24, 2019.

**SET-UP:** Vendors may set-up ONLY on **Thursday, June 20 from 9:00 a.m. to 7:00 p.m.** All heavy unloading should be completed on Thursday or you may want to bring a hand truck to transport items to the assigned area. Vehicles must be unloaded promptly and removed from the Show grounds. Under certain conditions, the Show Staff has the right to prohibit vehicles from driving on the grounds. Vendors are responsible for the installation and removal of all of the booth display and product. Labor is not furnished by Show Management - Vendors are responsible for making available their own personnel to set up and break down space/booths assigned to them. Prefabricate as much as possible to expedite installation and removal. No vehicles will be permitted to drive onto the Show grounds on or after Friday, June 21. All Booths must be ready to open for sales at 9:30 a.m. on Friday, June 21. Vendors may NOT erect elaborate structures of timber, metal, masonry or concrete onto or into the ground. If such a structure is required, they must be constructed on a removable base or platform that does not damage the surface of the ground.

**CHECK-IN:** All Vendors must check in at the Marketplace Check-In Tent upon arrival on Thursday, June 20. The tent is located on the front lawn of Rosecliff just to the side of the Entry Drive. Vendors that have an outstanding balance will not be able to set-up until the full amount due is paid.

**DATES AND TIMES OF SHOW:** All booths MUST remain open during these posted Show times:

The 2019 Newport Flower Show will open to the public on Friday, June 21 from 10:30 a.m. to 5:00 p.m., (VIP Guest entry will begin at 9:30 a.m. on Friday, June 21); The Opening Night Party will be held on Friday, June 21 at 6:00 p.m. to 9:00 pm., Saturday, June 22 and Sunday, June 23, 2019 from 9:00 a.m. to 5:00 p.m.

**BOOTH SPACE:** Each Vendor will be supplied with one 9' x 9' frame tent, with removable sides. The tent height at each side is approximately 7' and at center peak 10'. One 6' long x 30" high undraped table (no tablecloth) and two folding chairs will also be provided. No personal tents/canopies/awnings, etc. are permitted on the Show grounds. Vendors are permitted to only use the provided frame tent in order to keep a uniform look to the Show. **Vendors are not permitted to extend their displays more than 18" beyond footprint of their tented booth area.** The walkway in front of the booths and the space surrounding them is strictly under the control of Show management; Vendors may not use such space for display, sales or for any other purpose.

**The 2019 Committee will strongly enforce this guideline. To avoid re-arranging your booth after set-up is complete, please adhere to these details.**

**JUDGING:** Judging of vendor displays will be conducted on Friday, June 21, 2019.

Best New Vendor Award Home & Garden Marketplace, Best of Home & Garden Marketplace Award, Best New Vendor Award Oceanside Boutiques, Best of Oceanside Boutiques Award

**BADGES:** As a Vendor, you will be issued badges for your staff to gain access to the Show grounds. Badges may be picked-up at Marketplace Check-In Tent on each day of the Show. A Show badge is required for entry to the Show grounds. We will permit your personnel to return their badge to registration so they can be re-issued to the next shift worker. Each Vendor will be issued a total of **3 badges** with the business name

indicated. At least one vendor representative must be present in the booth during all scheduled Show hours.

**TRANSACTIONS:** All Vendors will be responsible for their own cash boxes. The Newport Flower Show is unable to provide change or act as a bank during the event. We suggest that you handle all transactions by cash, check or a manual credit card machine. Unfortunately, due to the location of the property, there is no reliable wireless internet service available on the grounds of Rosecliff. Some Vendors have had success using Verizon service and their own personal hot spot, but this cannot be guaranteed on the property.

**PERMIT TO MAKE RETAIL SALES:**

**ALL VENDORS MUST HAVE A STATE OF RHODE ISLAND PERMIT TO MAKE RETAIL SALES.**

If you do not have such a permit, a temporary one must be obtained from the Flower Show Office at the Preservation Society. The Newport Flower Show Office must have a copy of your temporary or permanent permit on file prior to the Show. Your Retail Sales Permit must also be displayed at your booth throughout the Show. Each vendor must track their sales over the course of the Show and fill out the tax form that will be included in your check in packet. If your product is not taxable you are still required to fill out your sales on the Retail Sales Permit and then indicate on this form that your product is exempt from sales tax to inform the State of Rhode Island that you do not owe taxes. If your product is taxable you will be responsible for the payment of those taxes on Sunday June 23, 2019 during check out with the Show office. Sales tax must be paid by a check made out to the Division of Taxation, State of Rhode Island. Further instructions will be provided in your check in packet.

**RI Sales Tax is 7%.**

**INCLEMENT WEATHER POLICY DURING SHOW HOURS:**

When accepted as a Vendor at the Show, you are expected to have your booth open and ready for sales during the posted Show hours. Should rain or other inclement weather force the Show to close to the public, Vendors will be notified by Show Management while on-site. "Expected" inclement weather will not close the Show to the public. Determination of opening will be made day of on-site and we require that Vendors open their booth if the Show is open to the public. If a Vendor feels that they must leave the Show due to a family emergency or another emergent matter, they must check out with the Show Management before closing their booth.

**ELECTRICITY:** Electricity will be available to all Vendors at no additional cost. The electrical service to booths on the back and front lawns will include 1 electrical outlet with 15 amp service. You may bring an extension cord or power strip. The vendor must furnish their own heavy-duty outdoor extension cord and power strip. Lighting is not provided. If your electric needs are greater than noted, please contact the Flower Show Office no later than Friday, May 24, 2019, so that details can be discussed for additional service. An additional fee may be incurred.

**FIRE, SAFETY AND HEALTH REGULATIONS:** If a fire extinguisher is placed in or near your booth by Show Management it must remain visible and unobstructed at all times. No pets are allowed on the grounds of Rosecliff. Only certified service animals are permitted on any of the Preservation Society properties. No other pets are permitted in the houses or on the grounds. We also request that pets not be left in your vehicle while you take your tour, as temperatures inside a locked car will quickly become unsafe and even deadly.

**SECURITY:** The Newport Flower Show will hire a local security firm to patrol the Show grounds on a round-the-clock basis from the commencement of set-up for the Show until the end of the breakdown period on Sunday, June 23 (7:00 p.m.). However, The Newport Flower Show will not be responsible for cash boxes or damaged and/or missing merchandise.

**CHECK-OUT:** Vendors must check out with the Show office on Sunday, June 23, 2019 between 4:30 pm and 5:30 pm. Rhode Island Vendors must check out to obtain a Vehicle Loading Pass for the Show Grounds. Non-Rhode Island Vendors must complete their tax documents for state sales tax and once completed and submitted, they will be issued a Vehicle Loading Pass for the Show Grounds.

**BREAKDOWN:** Breakdown of your Booth must take place between 5:00 p.m. and 7:00 p.m. on Sunday, June 23, 2019. Vendors must remove ALL materials brought to the site, leaving the site exactly as it was prior to their arrival. The tent company will arrive very early on Monday morning to begin removing all tents from the grounds of Rosecliff and the Show cannot be responsible for items left on the grounds.

**CANCELLATION:** The Vendor shall forfeit their right to the space, all prepaid costs and upon demand, pay any balance owing to The Newport Flower Show if he fails to occupy or use his space or to have his exhibit completed by last designated hour of the opening day of the Show. If the Vendor forfeits the space, The Newport Flower Show may re-let the space without liability to Vendor. If this contract is cancelled by Vendor for any reason, or by The Newport Flower Show because of Vendor's default or violation of this agreement, monies paid to The Newport Flower Show by Vendor shall be retained as follows: If cancellation occurs 45 days or more prior to the opening day of the Show, The Newport Flower Show shall refund the full deposit received by the Show. If cancellation occurs within 45 days prior to the opening day of the Show, The Newport Flower Show shall retain the entire amount paid to date. **Cancellations must be in writing & may be emailed to [events@newportmansions.org](mailto:events@newportmansions.org).**

**IMPORTANT ~ PLEASE NOTE**

Because of very limited parking, NO oversized trucks, trailers or campers are permitted to remain in the parking area at Rosecliff during the Flower Show. No Vehicles over 12' in length will be permitted to park at Rosecliff. Alternate parking arrangements must be made with our office prior to your arrival at the Show.

Due to City Ordinance, NO over-night camping is permitted on the grounds at Rosecliff or in the surrounding Parking Areas. Please contact Tourist Information for local camp sites. (800) 976-5122 or check their website at [www.GoNewport.com](http://www.GoNewport.com)