General Information for Vendors

BOOTH FEES - This is a rain or shine event; no refunds will be provided for inclement weather. Refunds will only be issued if the City of Newport revokes the Special Event Permit due to COVID-19 restrictions or other health and safety concerns.

BOOTH COST: Retail vendors: $200.00 Food Vendors $400.00

BOOTH SIZE: 10’ x 10’. If you need more than 10’ width, you will need to purchase two spaces. Vendors must supply their own tent, tables, chairs, etc. Notice of assigned space will be sent by June 4, 2024. Locations will be assigned in parking spaces; special requests are considered but not guaranteed.

SALES TAX - The State of RI requires that all vendors have a tax ID number and current permit to make sales. Vendors must provide a photocopy of their state sales permit at time of application. . \*If you need to purchase a one-day permit for $10, see below. Vendors are also responsible for collecting 7% sales tax (except for clothing, food & some art items). Provide a copy of your Certificate of Exemption for Artistic Works if applicable. Art items are only exempt with this certificate; artistic works sales tax exemption is not automatic. Visit tax.ri.gov for more information.

SETUP & BREAK DOWN - Vendors can set up from 6:30-9:00 a.m. After unloading, cars must be moved to an assigned parking lot. There is NO breakdown until 3 p.m.

GOING GREEN - In an effort to carry on the “green” legacy, all food purveyors are to provide biodegradable plates, cups, napkins & utensils for customer use. (A list of local distributors is available if needed, or you can use your own.) ALL vendors are to comply with the City ordinance of NO SINGLE-USE PLASTIC BAGS as wrapping for purchase.

APPLICATION & PAYMENT - Can be done online at [Vendor Veterans Get Outside Day Portal - MILITARY VETERANS ADVOCACY®](https://www.militaryveteransadvocacy.org/vendor-veterans-get-outside-day-portal.html) or paid by check. Checks are to be made payable to: Military-Veterans Advocacy, Inc. Payment can be mailed to Military-Veterans Advocacy, P. O. Box 5235, Slidell, LA 70469-5235. Ensure a copy of your sales tax documents are mailed with the application and payment. For any questions contact Joanna at 985-641-1855.

\*If you need a temporary RI Sales Tax Permit, please send a separate application and make a separate check payable for $10 to the RI Division of Taxation. You may obtain more information by email at: [Tax.Excise@tax.ri.gov](mailto:Tax.Excise@tax.ri.gov) or by telephoning: 401-574-8955.