



2017 Mariner Marketplace
November 18, 2017

Dear Vendor:

The Narragansett High School Parent Teacher Organization would like to invite you to its 7th Annual Mariner Marketplace. This premiere event sponsored by the NHS PTO will be featuring the finest artists, crafters, and vendors from Rhode Island and beyond. This year's show is scheduled for Saturday, November 18, 2017, @ *Narragansett High School, 245 South Pier Road!*

SPACES AND CATEGORIES ARE LIMITED

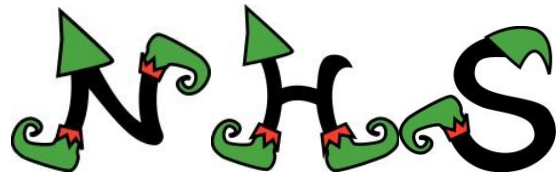
****PREVIOUS PARTICIPATION IN OUR SHOW OR SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE ENTRANCE INTO THE SHOW****

Once the registration is complete, a confirmation with event details will be sent via email. If you would like your confirmation mailed via USPS, please include a self-addressed, stamped envelope.

Registrations must include all of the following to be considered complete:

- Payment in full
- List of all items to be sold, items not listed will not be permitted
- Email address
- Phone number
- Copy of vendor current RI Tax ID information

Any questions may be directed via email to
[Mariner Marketplace Committee](#)



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Important Vendor Registration Information

REGISTRATION FEES:

The application fee for the event is \$55.00 per 8' x 8' space (commissions will not be charged). Electricity will be an extra \$15. Tables are available for rent. Checks are to be made payable to NHS PTO. No refunds can be given after September 20, 2017.

DISPLAYS:

Please be sure to have your work displayed per our guidelines.

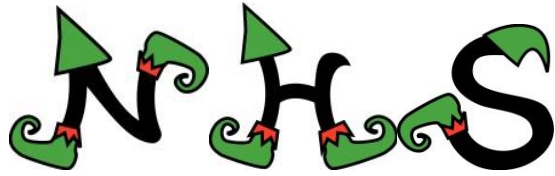
- SPACE SIZE IS 8 FEET BY 8 FEET.
- All tables used must be completely covered to the floor on all visible sides.
- All excess stock, boxes, and storage must be out of sight.
- NHS PTO does have a limited number of tables available for rent. They are available on a first come, first served basis. A rental fee of \$13 per table must be paid to reserve a table so please make your request with your application.
- There are a limited number of spaces with access to electricity. Please note on your registration if electricity is needed and include the \$15 fee with your registration.
- All sales, stock and vendor items must remain within the 8' x 8' space allocated to the vendor. No chairs, stock, displays or sales may take place outside of your marked area.

LIABILITY:

All participants are responsible for their own insurance. The Mariner Marketplace Committee, Narragansett School District and the NHS PTO assume no responsibility for works exhibited. Your booth is to be managed by you or your representative at all times. NHS PTO and/or Narragansett High School are not liable for damage or loss of vendor property.

RI SALES TAX:

We are an official event, recognized by the State of Rhode Island and are required to inform the State of our vendors and their Tax ID number. You are required to include your State of RI tax ID number with your application. If you are going to need a "single event" application, please let us know and we will send you the necessary form. You will need to fill it out and submit the form and the fee to us one week prior to the Mariner Marketplace. Artisans with a temporary Tax Number must pay the 7% RI sales tax at the end of the show.



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Vendor Registration Form (1/2)

Vendor Name: _____

Company Name to Print on Program: _____

RI Tax ID Number*: _____

** Attach a copy of your valid RI Tax Certificate*

Email address: _____

Phone Contact: (best) _____ (alternate) _____

Website: _____

Mailing Address: _____

Product for sale (please be specific, **only those items listed will be permitted**).

PLEASE NOTE: YOU WILL RECEIVE A CONFIRMATION WITH EVEN DETAILS WHEN REGISTRATION IS COMPLETE

Number of 8x8 Spaces: _____ @ \$55 = _____

Number of Tables: _____ @ \$13 = _____

Electricity (not per booth, onetime fee) \$15 = _____

Total Amount Enclosed* = _____

**There will be a \$20 fee for returned checks*

Please list any special requests, such as specific location, which will be honored when possible on a first come, first served basis.

PLEASE MAKE CHECK PAYABLE TO 'NHS PTO' AND MAIL TO
NARRAGANSETT HIGH SCHOOL
MARINER MARKETPLACE REGISTRATION
245 SOUTH PIER RD.
NARRAGANSETT, RI 02882



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Vendor Registration Form (2/2)

ARTIST RAFFLE DONATION:

As part of your registration, we require a donation for our raffle. Please include a brief description of your donation with this application. Patrons will be able to see the item you have donated at the raffle tables. If you have a card, we ask that you include it with your donation so we may also display it with your contribution. THIS DONATION IS AN IMPORTANT PART OF OUR FUNDRAISER AND YOUR PARTICIPATION IS GREATLY APPRECIATED.

Donation: _____

Description: _____

Approximate Retail Value: _____

**** Donations will be collected the morning of the event unless other arrangements have been made. Please have your donation readily available at check-in.*

VEHICLE IDENTIFICATION:

Model of the vehicle: _____

License plate state and number: _____

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