

**NOVEMBER 25, 2023**

**9:00 am - 3:00 pm**

**Crowne Plaza, Warwick  
801 Greenwich Avenue**



**Apply by:**

- Priority Deadline:  
\$75 per table to 8/1  
(\$55 for Self-Employment  
Business Class Graduates).

**Each participating business/vendor will be provided:**

- (1) 6' X 3' table • (2) chairs • Continental Breakfast (from 7:00 am–8:30 am)
- Any grids, racks or additional tables must be pre-approved, including dimensions provided. You may be required to purchase a second table. Vendors will be asked to remove additional tables, structures and miscellaneous obstructions that are not approved by SBS SHOP RI Staff prior to the event.

**The following are required of all businesses/vendors in order to be considered for participation:**

- Must be a small RI business defined as: an independently owned, self-employed, or closely held business operating under a company/entity name that is limited in size and revenue depending on the industry.
- Must offer a unique, handmade, or useful product(s) or service(s) that people will want to purchase as holiday gifts or for themselves.
- Business/Vendor must identify as Minority Owned, Veteran, Person with a Disability, Local Entrepreneur, Social Venture Enterprise, Farm Fresh RI, Artist, or any other type of RI Small Business.
- Must have a valid RI Division of Taxation Tax Permit or a valid Temporary Tax Permit (\$10.00 for 30 days).
- The sale of packaged food items or beverages such as cookies, sauces, jams/jellies, etc. is allowed
- Food vendors must be responsible for all required licenses and insurance.
- Must submit a completed Application including a full listing of items/products/services to be offered for sale on November 25, 2023. **All "Products" or "Services" proposed to be sold are subject to approval at the sole discretion of Event Sponsors.**
- Table fee must be paid at time of application via online or by US mail. **Vendors or Businesses not selected will be notified and receive a refund of their paid fees.**
- (Attachment Mandatory) Fully completed City of Warwick License Application subject to city approval. (No fee required)

**Event information:**

**Application Fee:** \$75 for each table until August 1; then \$100

**Application Deadline:** August 1, 2023

**Vendor Setup:** Vendors/Businesses may begin setup at 7:00 am and must be completed by 8:30 am.

**Vendor Staffing:** Staffing required for duration of event (9 am–3 pm).

**Food:** Crowne Plaza will have a variety of lunch items and drinks available for purchase by Vendors.

**Break-down:** of set-up space may not begin until 3 pm.

The sole intent of event organizers and sponsors is to facilitate a venue promoting commerce for the benefit of the local economy and jobs, as well as providing a community service to the citizens of RI. We do not warranty or endorse any business choosing to participate and do not take any responsibility for or accept any liability from any product or service transacted between a business and consumer.

For more information, visit our website at **SBSSHOPRI.com** or contact us at **401-737-1238**