



NOVEMBER 29, 2025

9:00 am - 3:30 pm

*Crowne Plaza, Warwick
801 Greenwich Avenue*

Apply by:

- Priority Deadline: August 1, 2025
- \$85 per table (\$60 for Self-Employment Business Class Graduates).

Fee will be higher after August 1, 2025

Event Info:

Application Fee:

\$85 for each table until August 1; then \$100

Application Deadline:

August 1, 2025

Vendor Setup:

Vendors/Businesses may begin setup at 7:00 am and completed by 8:30 am.

Vendor Staffing:

Required for duration of event. (9am to 3:30pm).

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 3:30.

Each participating business/vendor will be provided:

- (1) 6' X 3' table and (2) chairs
- Any grids, racks or additional tables must be pre-approved, including dimensions, and must fit into space provided, there will not be space flexibility, so plan your display according to our dimensions. You may be required to purchase a second table if your items do not fit in the space. 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 business defined as: an independently owned, self-employed, or small business.
- Must offer unique, handmade, or useful product(s) or service(s).
- 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 Small Business.
- Must have a 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 have required licenses.
- Must submit a completed Application including a full listing of items/products/services to be offered for sale. **All "Products" or "Services" are subject to approval of the Event Sponsors.**
- Table fee must be paid at time of application via online or by US mail. **Businesses not selected will be notified and receive a refund of their paid fees.**

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**

Business/Vendor Application

Deadline: August 1, 2025

Fee will be higher after deadline

SMALL BUSINESS SATURDAY SHOP RI NOVEMBER 29, 2025

9:00 am - 3:30 pm

Crowne Plaza, Warwick

Mail application and check (payable to Small Business Saturday SHOP RI) for \$85.00 per table (\$60 for Self-Employment Business Class Graduates) to: Small Business Saturday SHOP RI c/o RIDDC
400 Bald Hill Road, Suite 515 Warwick, RI 02886



Submit your application online at SBSSHOPRI.com/apply and pay the event fee by PayPal or Credit Card

Business Name: _____

Contact Name: _____ Date Of Birth: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Website: _____ Other/Social Media: _____

Are you a new or returning vendor? ☐ New ☐ Returning

Briefly describe your business and provide a list of all product(s) or service(s) you will be selling.

Number of Tables Purchased:

RIDDC Self-Employment Business Class Graduates ONLY:

☐ 1 Table @ \$60.00

☐ 2 Tables @ \$120.00

OTHER Vendors/Small Business Owners:

☐ 1 Table @ \$85.00

☐ 2 Tables @ \$170.00

Check which applies:

Set Up Description / if 1 Table Purchased:

☐ Will use the Table as set up by the Crowne (6' X 3' table and (2) chairs)

☐ Do NOT need the 1 Table but want the 6' X 3' open space area

Set Up Description / if 2 Tables Purchased:

☐ Will use 2 tables as set up by the Crowne (2) 6' X 3' tables and (4) chairs)

☐ Do NOT need tables set up by Crowne, but want two open space areas

☐ Will use 1 Table as set up by the Crowne, but do not need Table 2 (leave open space)

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Business/Vendor Application

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SMALL BUSINESS SATURDAY SHOP RI NOVEMBER 29, 2025 9:00 am - 3:30 pm Crowne Plaza, Warwick

ONLY FOR VENDORS USING OPEN SPACE AREAS Describe in the box below what you specifically plan to use in each **3' x 6' area of open space (size and number of grids, racks, shelving, etc.)** We reserve the right to not approve items that go beyond the designated space.

Check all that apply to your business:

☐ Minority Owned Business

☐ Farm Fresh RI

☐ Person with a Disability

☐ Veteran

☐ Artist

☐ Social Venture Enterprise

☐ Other Small Business

☐ Local Entrepreneur

Do you need a power source? ☐ Yes ☐ No

Vendor table locations will be determined this year on a first come, first served basis, based on the number of tables purchased and approved space allocations. Given the increased applications for this event, specific table location areas/rooms cannot be requested. NO CHANGES in table assignments will be made the day of the event.

Special Accommodations Needed?* ☐ Yes ☐ No

*Special Accommodations means accessibility because of health or mobility issues

☐ HEALTH

☐ MOBILITY

☐ WHEELCHAIR ACCESS

☐ STAFF SUPPORT

Please explain any special accommodations requested :

I HEREBY STATE THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.
I have read and agree to the attached general guidelines of participating in this event.

Signature: _____ Date: _____

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