



NOVEMBER 28, 2026

9:00 am - 3:30 pm

*Crowne Plaza, Warwick
801 Greenwich Avenue*

Apply by:

• \$85 per space/area (\$60 for Self-Employment Business Class Graduates).

Event Info:

Application Fee:

\$85 for each space area

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' space/area including (1) 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 paid for. Nothing is allowed in front of table spaces. Vendors will be asked to remove any additional tables, structures and miscellaneous obstructions that are not approved by SBS SHOP RI Staff prior to the event.

The following is 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 RI/MA 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.**
- Space(s) 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 **SBSHOPRI.com** or contact us at **401-737-1238**

Business/Vendor Application

SMALL BUSINESS SATURDAY SHOP RI NOVEMBER 28, 2026 9:00 am - 3:30 pm Crowne Plaza, Warwick

Mail application and check (payable to Small Business Saturday SHOP RI) for \$85.00 per space area (\$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: _____

Business Owner's Name: _____ Date Of Birth: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

If you are filling out this form and/or making payment on someone's behalf please complete the info below.

Email: _____ Phone: _____

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.

Vendors/Small Business Owners: 1 Space Area @ \$85.00 2 Space Areas @ \$170.00

RIDDC Self-Employment Business Class Graduates ONLY
 1 Space Area @ \$60.00 2 Space Areas @ \$120.00

Check which applies:

Set Up Description / if 1 Space Area Purchased:

- Will use the Space Area 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 Space Areas Purchased:

- Will use 2 Space Areas-- 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)

Business/Vendor Application

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ONLY FOR VENDORS USING OPEN SPACE AREAS. Describe specifically what will be used in each 3' x 6' area of open space (grids, rack, shelving, etc.) with dimensions. Please enclose photos with mailing. 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 an electrical power source? Yes No

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

Special Accommodations Needed?* Yes No

*Special Accommodations means accessibility only due to health or mobility issues

HEALTH

MOBILITY

WHEELCHAIR ACCESS

STAFF SUPPORT

Please explain any special accommodations requested:

Please indicate the actual email address to be used to make payment for this event:

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**