



**Vendor Application  
Rhode Island Building -- Eastern States Exposition/Big E  
September 14-30, 2018**

**Overview**

The Eastern States Exposition (“The Big E”) on behalf of the Rhode Island Commerce Corporation, seeks vendors to sell Rhode Island products in the Rhode Island building at the Big E in 2018. The 17-day agricultural fair, the largest on the East Coast and seventh-largest in North America, attracted more than 1.5 million visitors in 2017. This year’s fair, located in West Springfield, M.A., runs from September 14-30, 2018.

The state building showcases unique and notable Rhode Island products while supporting the state’s small businesses and promoting a diversity of offerings in a welcoming, family-friendly environment.

**Application Process**

In 2018, the State of Rhode Island is initiating a new process for vendor selection in the building. All vendors must submit this application by the deadline for consideration by an evaluation committee. This completed application must be received by Wednesday, January 31, 2018 and should be submitted as a PDF via email to the Eastern States Exposition and the attention of Derryl Bohaboy at [dbohoboy@thebige.com](mailto:dbohoboy@thebige.com).

**Selection Process**

All applications will be reviewed by an evaluation committee consisting of representatives from various industries, including business, tourism and agriculture. Top scorers will be invited to present to the evaluation committee at the Rhode Island Commerce Corporation office in Providence. Oral presentations will be scored and finalists will be notified by mail the week of February 26, 2018.

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**Rhode Island Vendor / Big E Application**

Company Name (“Applicant”)

Contact Name & Title

Company Address, City, State, ZIP

Company Phone

Company Email

Company Website

List all social media handles/addresses

Provide a list of items you intend to sell, along with a description and price range. Please supply a link to the item on your website, a catalog or video if applicable, to showcase your product/operation.

Item	Item Description	Item Price Range

**Preferred Booth Size**

10 x 12 (standard)

Minimum square footage you are interested in:

Maximum square footage you are interested in:

Outdoor space in rear of building (applicable to self-contained units only)

What utilities will you require?

Water/Waste      Electricity      WiFi      Trash/Recycling      Refrigeration

Other (please explain)

Have you exhibited at the Big E before?      Yes      No

If yes, please list where (state building, grounds):

If you have exhibited in the Rhode Island building before, please list any new products you plan to offer in 2018:

Additional Fair Experience

Fair Name	Fair City & State	Dates Attended	Products Sold

Include any photos of your booth space where applicable. Please attach images when emailing application.

**Tell Us About Your Products**

What makes your product uniquely Rhode Island?

Is your product made in Rhode Island?                      Yes                      No  
If no, please explain:

Describe how your booth would contribute to Rhode Island's overall image of promoting agriculture, tourism, commerce and arts to visitors.

Will you be demonstrating how your product is made/used while at the fair?                      Yes                      No  
If yes, explain what you will be doing.

Are you a registered/licensed Rhode Island business?                      Yes                      No

How long have you been in business?

List all retail locations and years of operation.

How many people does your company employ year-round?

Full Time                      Part Time                      Seasonal

Describe your plans to staff the booth from 10:00 am – 9:00 pm each day throughout the fair.

## **TERMS OF AGREEMENT**

By applying you are agreeing to the following fee structure:

- Retail: \$25 per square foot
- Food & Beverage: 22% of gross receipts
- Beer/Wine/Alcohol- 35% of gross receipts (reported daily via electronic reporting system)

In addition, vendors are responsible to secure\* and provide proof of:

- General Liability Insurance
- Workers' Comp Insurance
- West Springfield, MA Health Department Certification and On-site Inspection (food only)
- Information for Liquor License and TIPS certification for all employees (applicable only to beer/wine/alcohol providers)

\*See below for detailed insurance requirements

Each vendor space will include the following, provided by the state:

- Electricity
- Parking passes and admission tickets for employees

The booths are a raw space and each vendor is responsible for presenting plans for the booth buildout to the committee for review and approval. Vendors accept responsibility for any changes needed (plumbing, electrical, signage) to customize their space. The vendor booth space, product inventory and interior signage must be approved by the committee prior to signing the vendor contract.

## **APPLICATION REVIEW PROCESS**

Applications received by eligible applicants will be evaluated by the committee. Finalists will be brought in to showcase their products and make a presentation to the committee. Presentations will be held at Rhode Island Commerce Corporation in Providence and final scoring will be completed by the committee at the conclusion of the presentations. At the time of presentation, finalists will be asked to provide at least one business reference with complete contact information as well as proof of good financial standing with the State of Rhode Island.

Selections will be based on space available and diversity of product. There is no promise of exclusivity for product offerings. Vendors are required to comply with all insurance and health department needs and present a safe and aesthetically pleasing exhibit space in the state building throughout the duration of the fair.

Selection letters will be sent in February along with a one-year contract and invoice for 50% of booth cost (or a flat fee down payment for food and beverage vendors) payable to Eastern States Exposition on the state's behalf. Contracts may be extended for up to three additional years (without vendors having to reapply) at the committee's discretion.

## **INSURANCE REQUIREMENTS**

Vendors shall at their own expense, provide evidence of insurance in the form of a signed original Certificate of Insurance (the "ACORD" form is acceptable) issued by an insurance company licensed to operate in the Commonwealth of Massachusetts and rated A-, Class VIII or better by A.M. Best and Company of the following coverage:

**IMPORTANT \* THE NAMED INSURED ON ALL CERTIFICATES OF INSURANCE MUST BE THE EXACT LEGAL NAME OF THE EXHIBITOR/CONCESSIONAIRE AND MUST BE IDENTICAL TO THE NAME OF THE EXHIBITOR.CONCESSIONAIRE LICENSEE ON THE LICENSE AGREEMENT.**

Tax Classification Form- must be filled out and returned with your contract.

## **GENERAL LIABILITY INSURANCE**

1. Bodily Injury/Property Damage: (each occurrence) \$1,000,000
2. Damage to Rented Premises ( each occurrence) \$100,000
3. Medical Exp (any one person) \$5,000
4. Personal and Adv Injury-\$1,000,000
5. General Aggregate - \$2,000,000.
6. Products Liability/Products/Completed Operations: \$2,000,000
7. Non-owned & hired auto coverage IF no owned autos

## **AUTOMOBILE LIABILITY INSURANCE**

Commercial Automobile Liability broad policy form coverage, on a per accident basis, with limits of not less than \$1,000,000 combined single limits per accident involving use of vehicles ( autos, trucks or other licensed vehicles) on fairgrounds. The policy shall include Non-Owned and Hired Car coverage unless it is covered under General Liability policy.

Personal Auto Coverage – If you do not have a commercial vehicle and will be driving on The Eastern States Exposition property with your personal vehicle then you must provide us with the declaration page of your policy – The requirement for all personal vehicles is \$100,000 for bodily injury (each person) \$300,000 bodily injury (each accident) property damage each accident \$100,000 minimum.

In the event that you are not driving on the property of the Eastern States Exposition then you must submit a letter in writing for our files.

All general liability insurance policies must name Eastern States Exposition as Certificate Holder and Additional Insured with respect to all operations in conjunction with Eastern States Exposition Inc, and include waiver of subrogation for general liability and automobile liability. The duration of coverage and additional insured status shall be at a minimum of one month or from the day after Labor Day to the Wednesday after the end of the Fair.

## **WORKERS' COMPENSATION INSURANCE**

Workers' Compensation coverage as required by the laws of the Commonwealth of Massachusetts shall be maintained whenever the exhibitor/concessionaire has employees or other workers (including non-partner family members) . The Certificate of Insurance shall state on its face that "WORKERS' COMPENSATION INSURANCE COVERAGE IS IN EFFECT IN THE COMMONWEALTH OF MASSACHUSETTS" and the issuing insurance company shall take all required steps to promptly register the exhibitor/concessionaire as having coverage on the Workers' Compensation Coverage database maintained by the Commonwealth of Massachusetts Division of Industrial Accidents. Policy must include employer's liability with the following:

Limits of \$100,000 bodily injury by accident – each accident

Limits of \$500,000 bodily injury by disease – policy limit

Limits of \$100,000 bodily injury by disease – each employee

Members of a Limited Liability Company (LLC), partners of a Limited Liability Partnership (LLP), and partnerships or sole proprietors of an unincorporated business are not required to carry workers' compensation insurance for themselves.

## **NOTICE OF CANCELLATION:**

All certificates must provide not less than thirty (30) days prior written notice of cancellation or non-renewal to Eastern States Exposition at the above Certificates Holder/Additional Insured address.

The certificate of Insurance must be received by Eastern States Exposition no later than July 1. If your insurance is not received by July 1, 2018 or with-in 14 days of receipt of your contract then non-compliance will result in the loss of your administrative fee.

An example of an acceptable Certificate of Insurance can be found in your contract packet. When arranging for the insurance coverage, it is recommended that you furnish a copy of these Insurance Requirements along with the example Certificate of Insurance to your insurance agent.

#### **ADDITIONAL ASSISTANCE – EXHIBITORS ONLY**

If you are unable to purchase insurance through your own agent, it may be possible to obtain general liability coverage through group insurance established on behalf of the Eastern States Exposition for a fee of \$225 for one location. Checks are to be made payable to Eastern States Exposition. Payments must be received by Eastern States Exposition no later than July 1. Those doing so, if approved for coverage, may have the costs of such insurance coverage added to their License fee for their exhibit/concession site(s).

#### **ADDITIONAL REQUIREMENTS FOR ALCOHOL/BEVERAGE VENDORS**

All alcohol/beverage vendors are subject to local and state law.

#### **MAINTENANCE OF COVERAGE**

The exhibitor/concessionaire agrees that the required commercial general liability (and automobile liability, workers' compensation, and/or liquor liability, if applicable) insurance shall be in effect at all times as required herein. In the event the exhibitor/concessionaire fails to keep in effect at all times insurance coverage as required, the Exposition may, in addition to any other remedies it may have by law, take any of the following actions: (1) declare a material breach by exhibitor/concessionaire and terminate the License; (2) withhold any payments due to the exhibitor/concessionaire until acceptable evidence that such insurance coverage is in effect is received; and (3) obtain such insurance coverage and add costs to amounts due from the exhibitor/concessionaire under the license or deduct such costs from any sums due or which become due to the exhibitor/concessionaire under the terms of the license. All new Certificates of Insurance are subject to the approval of the Exposition, and the exhibitor/concessionaire agrees that no work or services shall be performed prior to the giving of such approval by the Exposition.

#### **CERTIFIED COPIES OF PRODUCTS**

Upon request by the Exposition, exhibitor/concessionaires shall promptly provide copies of all policies of insurance, certified by the issuing carrier, corresponding to the required coverage.

#### **CERTIFICATION**

The undersigned is a duly authorized representative of the Applicant and I hereby certify that the Applicant is properly registered to do business in the State of Rhode Island and is in good standing with the Division of Taxation and any municipal taxing authority having jurisdiction over the Applicant and all necessary licenses and permits to operate the Applicant's business, if any, are valid.

**Applicant Name:**

**Title:**

**Date:**