

**Vendor Application**  
**Rhode Island Building -- Eastern States Exposition/Big E**  
**September 13-29, 2019**

**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 2019. 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 2018. This year’s fair, located in West Springfield, M.A., runs from September 13-29, 2019.

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**

All vendors must submit this application by the deadline for consideration by an evaluation committee. A fully completed application must be received by February 15, 2019 and should be submitted as a PDF via email to the Eastern States Exposition and the attention of Derryl Bohaboy at [dbohaby@thebige.com](mailto:dbohaby@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 before March 31, 2019.



**Additional Fair Experience**

Fair Name	Fair City & State	Dates Attended	Products Sold

Include any photos of your booth space where applicable.

**Tell Us About Your Products**

What makes your product uniquely RI?

Is your product made in RI?  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?

If yes, explain what you will be doing.

Are you a registered/license RI 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
- Liquor License and TIPS certification (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.

Approvals 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 departments 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 two 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:

#### **GENERAL LIABILITY INSURANCE:**

- 1) Bodily Injury/Property Damage: \$1,000,000 per occurrence
- 2) Products Liability/Products/Completed Operations: \$2,000,000 per occurrence.

All liability insurance policies must name Eastern States Exposition Inc 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 for the entire contract period (September 1 – October 5, 2019).

#### **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.

#### **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. 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

The Workers’ Compensation policy must provide an endorsement waiving the rights of subrogation. 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 ON THE LICENSE AGREEMENT.

### **NOTICE OF CANCELLATION**

All certificates must provide not less than thirty (30) days prior written notice of cancellation or nonrenewal 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 and payment are not received by July 1, 2019, this non-compliance will result in the forfeiture of the booth space.

An example of an acceptable Certificate of Insurance will be included 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**

It may be possible to obtain certain required insurance coverage through group insurance established on behalf of the Exposition. If you are unable to purchase insurance coverage through your own agent, for a fee of \$225 per location, the Exposition can arrange to put you in contact with an insurance agent licensed in the Commonwealth of Massachusetts through which you may be able to obtain required coverage. Checks are to be made payable to Eastern States Exposition. Payments must be received by Eastern States Exposition no later than July 1.

### **ADDITIONAL REQUIREMENTS FOR FOOD CONCESSIONAIRES:**

1) Food Concessionaires need to provide Employers Liability:

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

2) Concessionaires must provide their own insurance

### **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: \_\_\_\_\_

(please print)

Title: \_\_\_\_\_

Signature: \_\_\_\_\_