



July 10 & 11, 2021

Wilson Park, Roosevelt Ave., Wickford, RI

EXHIBITING ARTISTS - FESTIVAL INFORMATION

ARTIST REGISTRATION & BOOTH SETUP

FRIDAY AFTERNOON & SATURDAY MORNING

- **FRIDAY, JULY 9 - 3:30-8:00 PM**
 - You must **first stop at the Wickford Art Association (36 Beach Street, North Kingstown, RI 02852)** to register, pick up your artist packet and complete any necessary tax forms, or drop off a donation for the scholarship raffle. Festival merchandise will also be on sale.
 - **Arrival at Wilson Park** - Volunteers will assist in parking your vehicle, unloading your items and showing you to your booth spot if you need assistance.
 - Enter Wilson Park via West Main Street/Roosevelt Ave. entrance
 - Go past the playground, past the tennis courts, past soccer field on your right, all the way to the last set of soccer fields (see link for booth setup/breakdown below)
- **SATURDAY, JULY 10 - 7:00am-9am**
 - **Go directly to Wilson Park (Roosevelt Avenue, North Kingstown, RI)** - volunteers will direct you where to park to unload - check in at the main Wickford Art Association Info Booth to register.
 - You will also be able to drop anything else off during this time if you did not finish on Friday
- **NO VEHICLES** will be permitted on the field at any time. We will work with all artists for load in on Friday (more information below) - with volunteers assisting getting your vehicles parked right along the field, and volunteers to help unload and move your things out to your booth spot. Hand trucks and carts are allowed and we will do our best to have extras on hand.

QUICK LINKS:

[ARTIST SETUP/BREAKDOWN - WHERE TO PARK - WILSON PARK](#)

[FESTIVAL MAP - WILSON PARK/WICKFORD VILLAGE](#)

[FESTIVAL MAP - ZOOMED IN - BOOTH NUMBERS ONLY](#)

[NK FIRE MARSHAL - TENT/GENERATOR RULES](#)

[SCHOLARSHIP RAFFLE DONATION FORM](#)



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BOOTH REQUIREMENTS/FESTIVAL PROTOCOL

- Tent color - must be white - please read through all other **festival requirements including juried art on display, browse bins etc [HERE](#)**
- All booths will have 4' between them on either side. You're welcome to use the exterior walls of your tent if you choose to. There will also be 6' behind the booths that are back to back. Walkways will be very wide at 24'
- **NO TENT STAKES ALLOWED, tent weights only** (due to the irrigation system)

TAX PERMITS

- **Tax Permits Summary**
 - If you have a current RI sales tax permit, you must bring it with you (for your tent), plus a copy for our records, even if it expires on June 30, 2021.
 - If you don't have a permanent RI sales tax permit **or if you forgot to bring your copy**, you **MUST** purchase a "Temporary Sales Tax Permit" at festival registration (there is a \$10 fee, payable to the state).
 - Please bring 2 blank checks with you, one for the \$10 permit fee and another to pay the sales tax to the state, if applicable, at the close of the festival. T
 - **Tax permits MUST BE ON DISPLAY AT ALL TIMES.** Because of this legislation, the RI Division of Taxation has told us that they will be roaming the festival checking to see you have a permit, if it is displayed and that you are collecting sales tax, so please comply.
 - Sales tax is 7% for artwork that is not sales tax exempt.
- **TEMPORARY RETAIL SALES PERMIT - INSTRUCTIONS**

ARTIST PARKING DURING THE FESTIVAL - OPTIONS

- **NORTH KINGSTOWN HIGH SCHOOL** - 150 Fairway Drive, North Kingstown, RI 02852
 - **[CLICK HERE](#) FOR THE Aerial Map of the HS parking lot**
 - Dedicated artist shuttle bus will loop from the High School to Wilson Park:
 - **Saturday & Sunday 7-10am & 5-8pm** for artists (and anyone with you) only!

DIRECT FESTIVAL PHONE NUMBER - save this to your phone:

(401) 379-8124



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CURBSIDE PICKUP - PURCHASED ART

- Find a volunteer in a yellow shirt and ask them for assistance **OR TEXT (401) 379-8124** with your name & booth # to request a volunteer to come to your booth
- Volunteer will tag the purchased art and bring it to the main WAA booth & give the buyer a curbside pickup pass to come back to in the park with their vehicle
- Buyer will text the number when they park and a volunteer will bring them their purchased art to their car

VIRTUAL FESTIVAL - PERSONAL PAGE SETUP/CHANGES

- CLICK THIS LINK - <https://festival.wickfordart.org/membership-account/my-profile/>
- Use the login information you created when filling out our online application
- Update any of the information in there! Make sure your name is correct, contact information is correct, update or change and links or images!
- Save changes! You can login/change things as many times as you'd like

SUNDAY BREAKDOWN - 5 PM

- Volunteers will start coming around to booths at 2pm to collect sales information/tax forms for the tax report
- Catch the shuttle or walk back to your vehicle
- You will be able to utilize the open dirt lot, areas where the food trucks were and any other nearby parking to break down.
- We will also have more volunteers on hand designated to assist everyone with moving their belongings back to the vehicles.

THINGS TO DO WHILE YOU'RE IN TOWN!



wickfordvillage.org



northkingstown.com/tourism