



VENDOR APPLICATION

Saturday, October 18, 2025 | Fort Adams, Newport, RI

VENDOR BOOTH NAME (AS YOU WISH TO BE RECOGNIZED)

CONTACT NAME

PHONE NUMBER

ADDRESS

CITY/TOWN

STATE

ZIP

EMAIL

HAVE YOU BEEN A VENDOR
AT THE WALK IN THE PAST?

☐ YES ☐ NO

BRIEFLY DESCRIBE YOUR BUSINESS/ORGANIZATION:

BRIEFLY DESCRIBE THE ITEMS AND/OR SERVICES YOU SELL:

☐ I WOULD LIKE TO DONATE A RAFFLE PRIZE: _____

Payment Information

☐ **For-Profit Vendor: \$75.00** (Does not include tent, table or chairs.)

☐ **Non-Profit Vendor: \$35.00** (Does not include tent, table or chairs.)

☐ **For-Profit Vendor + (1) 6 ft. table & (2) chairs: \$125.00**

☐ **For-Profit Vendor + 10x10 pop up tent + (2) 6 ft. table & (2) chairs: \$300.00**

- › Larger space is available upon request. Potter League reserves the right of all tent placement.
- › Vendors must have retail license and permit to sell goods in Newport, RI.
- › All vendors must submit a certificate of insurance by 10/10/25.
- › All vendors are required to stay for the entire event from 10 am to 2pm. Setup begins at 8:15am and tear down is at 2:15pm.

☐ **Check Enclosed** (Made payable to the Potter League, 87 Oliphant Lane Middletown, RI 02842)

☐ **Credit Card:** ☐ Mastercard ☐ Visa ☐ Discover ☐ Amex

CARD NUMBER

EXP DATE

CVV

SIGNATURE

CARDHOLDER NAME

ZIP CODE

Please return completed registration form and logo no later than **9/30/25** to our Director of Events, Connie Kile at **ckile@potterleague.org** or mail to: Potter League Heart & Sole Walk for Animals – 87 Oliphant Lane Middletown, RI 02842 or Fax to 401- 367-0122. If you prefer to pay online, you can access our Walk for Animals site after 8/24/25. All payment must be received by 9/30/25 to be included in the Flea-less Marketplace. Fees are non-refundable.

Rules and Regulations:

Sponsors & vendors may only use the Potter League logo with the express written permission of the Potter League. We reserve the right to remove, decline, or prohibit any vendor or sponsor which, in its opinion, is not suitable to or in keeping with the character of the Heart & Sole Walk for Animals.

Potter League for Animals is a 501(c)(3) tax exempt organization. Tax ID#: 05-0301553



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***Please note that all accepted vendors will need to submit a certificate of insurance prior to event day.**

Vendor Name _____

Representative Name _____

E-Mail: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Waiver: I, _____ (representative name)

of _____ (vendor company name) agree to assume all liability and responsibility for any and all risk or damage or injury that may occur to me (or my dog) as a participant and vendor at the Heart & Sole Walk for the Animals. In consideration of being accepted as an entrant and vendor in this event I hereby for myself, my heirs, minor child or ward, and executors and administrators of all the foregoing, release and discharge the City of Newport, the State of Rhode Island, the Fort Adams Trust, Rhode Island Department of Environmental Management Division of Parks & Recreation, the Robert Potter League for Animals, Inc., its employees, Board of Directors, sponsors, volunteers and all persons associated herewith from all claims, damages, rights of action, present or future whether the same be known, anticipated or unanticipated, resulting from or arising out of, or incident to my participation in this event. I agree to permit the free use of my name, my business/company/organization name and my dog's name (if applicable) and pictures in any broadcast, telecast or other account of the event.

Signature _____ Date _____

(signer must be over 18 and an authorized personnel of above stated vendor company)

Please return completed registration form and logo no later than **September 30, 2025** to our Director of Events, Connie Kile at ckile@potterleague.org or mail to: Potter League Heart & Sole Walk for Animals – 87 Oliphant Lane Middletown, RI 02842 or Fax to 401- 367-0122. If you prefer to pay online, you can access our Walk for Animals site after 8/24/25. All payment must be received by September 30, 2025 to be included in the Flea-less Marketplace. Fees are non-refundable.

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