



Holiday Craft Fair

Registration Form

Exhibitor's Name: _____ Date: _____

Business Name (if applicable): _____

Address: _____

Work Phone: _____ Home Phone: _____

Email: _____

STATUS: (please check one)

<input type="checkbox"/> Active Duty Military	<input type="checkbox"/> DoD Civilian
<input type="checkbox"/> Retired Military	<input type="checkbox"/> Contractor
	<input type="checkbox"/> Non-Affiliated (no base access)

EXHIBIT SPACE: \$25.00 per 10' x 10' (the space fee does not include table and chair rental, electrical outlet or extension cords). *We are only accepting 40 vendors, so be sure to promptly send in your form.*

TABLE OR CHAIR RENTAL: (please check all that apply)

<input type="checkbox"/> Yes - I will need to rent tables and/or chairs: <input type="checkbox"/> \$5.00 per 8ft. table	<input type="checkbox"/> \$1.00 per folding chair (how many): _____
<input type="checkbox"/> No - I will bring my own tables and chairs	
<input type="checkbox"/> \$5.00 per electrical outlet request – will be available at first come first serve basis.	

Table and chair reservations are unable to be made the day of the event.

GENERAL INFORMATION

In person reservations must be made through the MWR Concierge Office, Community Recreation Center Building 656 or call (401) 841-2094. **MWR Holiday Craft Fair on Saturday, November 15, 2025 from 10 am to 2 pm at the Officers' Club, 95 Perry Road, Newport, RI 02841.** Crafters can start setting up at 7:30 am, please have set-up completed by 9:30 am. All crafters must gain access to the Naval Station Newport through Gate 1. Crafters without gate access will need to be vetted please contact Denise or Lisa at 401-841-3907. A 100% photo ID check will be in effect, no exceptions.

TYPES OF ITEMS TO BE SOLD - NO EDIBLE GOODS (HUMAN OR PET)

All items for sale must be approved by Special Event Coordinators.

I understand that the Morale, Welfare and Recreation Department is not responsible for any lost or stolen items. Any articles left at the Officers' Club will be disposed of at the convenience of MWR. I also understand that MWR is in no way responsible for any financial matters concerning individual exhibitors. Refunds for exhibit space will be granted by MWR only for a short grace period, any cancellations after November 3, 2025 will not be refunded.

Exhibitor Signature _____ Date _____

DATE RECEIVED: _____ **DATE PAYMENT RECEIVED:** _____

DATE CONCESSIONAIRE CONTRACT SUBMITTED: _____

DATE VETTING SUBMITTED: _____ **VETTING APPROVED:** _____