

RHODE ISLAND WOMEN'S EXPO

SUNDAY, NOVEMBER 29, 2026 | CROWNE PLAZA | WARWICK, RI

EXHIBITOR OPPORTUNITIES, POLICIES & REQUIREMENTS

The Rhode Island Women's Expo gives businesses the opportunity to meet consumers face-to-face, showcase products and services, build brand visibility, and create meaningful community connections. The following information is part of this Agreement and applies to every exhibitor.

EXHIBIT SPACE OPTIONS

Select the space that best supports your display and guest experience. Booth placement is assigned first-come, first-served after the signed Agreement and full payment are received. All staff members must be onsite by 9:15 AM to be admitted free of charge.

SINGLE SPACE | \$300

8' deep x 8' wide. Includes one table, linen, two chairs, and admission credentials for up to three staff members.

DOUBLE SPACE | \$500

8' deep x 14' wide. Includes two tables, linens, four chairs, and admission credentials for up to six staff members.

CORNER PLACEMENT | ADD \$150 TO SPACE FEE

Available for a Single or Double Space. This placement fee is added to the applicable exhibit-space fee.

CHARITY/NON-PROFIT | \$200

Single Space. A copy of the organization's 501(c)(3) nonprofit identification must accompany the application.

FOOD/DRINK TASTING VENDOR | \$200

Single Space. Vendor must provide at least 300 samples in generous one- to two-bite portions. Sampling condiments or retail products on crackers, pretzels, or similar bases does not qualify a business for the discounted food-tasting Vendor rate. All food-sampling requirements in this Agreement apply.

PAVILION | \$750

Approximately 21' wide x approximately 9' deep. Up to three tables and nine chairs are available upon request. The Pavilion can accommodate a 10' x 10' tent; notify us in advance so we can select the most convenient location for setup.

EVENT PROGRAM | HALF PAGE \$100 | FULL PAGE \$200

This cost-effective opportunity helps guests find participating businesses, products, and services after the event—especially when they were unable to visit every exhibit or want to place an order. Submit a print-ready advertisement, or have one created for an additional \$25.

FEATURE YOUR BUSINESS ON RIWOMENSEXPO.COM | \$150

Extend your visibility beyond the event with your business logo, a brief company bio, and a direct link to your website featured on RIWOMENSEXPO.COM for approximately six months.

PAYMENT & PROCESSING

A 3% bank-processing fee applies to Venmo, website, and credit-card payments. Payment must be made the same day the Agreement is received. Exhibit space is not secured without full payment.

EVENT HOURS & SETUP

Show hours are 10:00 AM-4:00 PM. Vendor setup is 7:30-9:15 AM. All vendors and staff must arrive and be fully set up by 9:15 AM. Early breakdown or departure is strictly prohibited. An Exhibitor who breaks down before 4:00 PM will be charged a \$50 fee. Exhibit locations and setup instructions will be provided before the event.

STAFFING & ADMISSION

Single Spaces include credentials for up to three staff members; Double Spaces include credentials for up to six. All staff must be checked in by 9:15 AM. Staff swapping is not permitted. Anyone arriving after doors open must pay admission and enter through the regular attendee line.

ONE BUSINESS PER EXHIBIT

Booth sharing is prohibited. Business cards, promotional materials, displays, or other representation for any business not listed on this Exhibitor Agreement are not permitted. Exhibit spaces do not include side walls or backdrop draping. A Single Space may not display a backdrop or graphic banner larger than 8' x 8'.

RETAIL SALES & CITY OF WARWICK PERMIT

Any business selling products that is not physically located in Warwick must obtain a one-day permit through the Warwick Police Department. This permit is required by the City, so allow enough time and apply at least two weeks before the event. Contact Kristin Walker, Licensing & Records Clerk: 401-468-4341 or kristen.walker@warwickri.gov.

FOOD-SAMPLING REQUIREMENTS

This section applies to food, not beverages. Exhibitors must comply with Rhode Island Department of Health regulations, including licensing to distribute food outside their business location, serving gloves, handwashing stations, and all food-safety procedures. Contact Dena Vezina, Rhode Island Department of Health: 401-222-7725.

ELECTRICITY & INTERNET

Electricity and internet service, when needed, must be purchased through Crowne Plaza for a nominal fee. Download the form from the event website and send it directly to Crowne Plaza to secure service. Electricity and internet cannot be ordered on the day of the show.

DAMAGE, LIABILITY & RELEASE

Exhibitors are fully responsible to Crowne Plaza for damage, repair costs, or losses caused by exhibitors, employees, volunteers, or representatives while onsite. Event producers, event staff, Crowne Plaza, and venue staff are not liable for injury, loss, theft, or damage to persons or property sustained by exhibitors or their employees. By participating, exhibitors and employees waive all related claims, actions, damages, costs, and expenses against the event producers and venue.

CANCELLATION, REFUNDS & ACCEPTANCE

There are no refunds or transfers if an exhibitor cancels or if the event is canceled because of weather or any circumstance the Event Producer deems significant. There is no snow, rain, or rescheduling date. Event Producer and staff do not guarantee attendance. Event Producer may cancel an Agreement at any time for noncompliance or another valid reason. By signing, Exhibitor accepts every rule and requirement in this two-page Agreement.

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EXHIBITOR APPLICATION & AGREEMENT

BUSINESS INFORMATION

BUSINESS NAME

CONTACT NAME

PHONE

CONTACT EMAIL

ADDRESS

WEBSITE

EXHIBIT SPACE & ADVERTISING SELECTION

TOTAL DUE

☐ \$300 Single Space

☐ \$500 Double Space

☐ +\$150 Corner

☐ \$200 Non-Profit

☐ \$200 Food/Drink Tasting

☐ \$750 Pavilion

☐ \$100 Half-Page Ad

☐ \$200 Full-Page Ad

☐ \$150 Website Feature

IMPORTANT: ALL CREDIT-CARD, ONLINE, AND VENMO PAYMENTS MUST INCLUDE THE 3% PROCESSING FEE.

EXHIBITOR QUESTIONS - ANSWER YES OR NO

YES ☐ NO ☐ We will provide complimentary or paid services for attendees.

YES ☐ NO ☐ We will provide products/samples and marketing materials for 200 swag bags.

YES ☐ NO ☐ We will sell retail products at the event.

YES ☐ NO ☐ We have a Rhode Island State Sales Permit.

YES ☐ NO ☐ Our business is located in the City of Warwick.

DESCRIBE SERVICES, SAMPLING, SALES, OR INFORMATION-ONLY DISPLAY

STATE SALES PERMIT NUMBER

PAYMENT METHOD & CREDIT-CARD AUTHORIZATION

Choose one payment method. Payment must be made the same day this Agreement is received.

☐ Credit card below

☐ RIWOMENSEXPO.COM

☐ Venmo: Pat-Cruz

☐ Check

Checks payable to PAT CRUZ EVENTS and mailed to 83 BATCHELLER AVENUE, CRANSTON, RI 02920. Payment must be received before exhibit space is secured.

NAME ON CARD

CARD NUMBER

EXPIRATION

SECURITY CODE

BILLING ZIP CODE

CARD AUTHORIZATION SIGNATURE

AGREEMENT & AUTHORIZED SIGNATURE

By signing, Exhibitor confirms acceptance of all information, rules, requirements, payment terms, waivers, and policies on both pages.

PRINT NAME

SIGNATURE

DATE

RETURN FORM THROUGH RIWOMENSEXPO.COM | IF NO RECEIPT CONFIRMATION WITHIN 72 HOURS, CALL PAT CRUZ AT 401-261-3300