

FALL FESTIVAL and at CRAFT FAIR Hallockville Museum Farm

37th Annual Hallockville Fall Festival and Craft Show
Saturday and Sunday, September 9 and 10, 2017

Dear Fall Festival Craft Vendor:

If you are a returning vendor, we appreciate your past support. If you are new to Hallockville, welcome and thanks for your interest in the museum farm! The Festival is a true North Fork tradition and a one-of-a-kind event that provides an authentic country-fair experience for visitors from across Long Island. The participation of vendors marketing high-quality, hand-crafted items is an important part of that experience. Last year's Festival was a great success—over 5,000 people attended and enjoyed visiting animals, tractor displays, craft demonstrations, children's activities and – of course—the great vendor market.

It is important that the Festival retain its authentic and historic context. Hand-crafted merchandise has always been a featured part of the event, and so vendors must carefully select and display their wares. Regardless of whether you have been coming to the festival for 25 years or are contemplating joining us for the first time, I call your attention to several points:

- All applicants must supply photographs of merchandise.
- All applicants must provide detailed descriptions of merchandise.

We appreciate your support—the Festival is *the* major fundraiser for the not-for-profit museum farm and the proceeds support Hallockville's educational activities, maintenance of 19 historic structures, outreach, and other operations.

Note the 'early-bird' *discount* for applications received **prior to July 1.**

The early-bird application also provides returning vendors the opportunity to reserve the same spot they had in 2016.

Cordially,

Ron Chuvalas
Chair, Fall Festival Committee

HALLOCKVILLE MUSEUM FARM
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2017 FALL FESTIVAL AND CRAFT SHOW
Craft Vendor Application Information

- DATE:** Saturday, **September 9** and Sunday, **September 10**, 2017
- LOCATION:** Hallockville Museum Farm, 6038 Sound Ave., Riverhead, NY
- TIME:** 10:00 AM to 5:00 PM both days
- BOOTH SIZE:** 10 x 10 feet
- SET-UP TIME:** 2:00 pm to 6:00 pm Friday; 6:00 am Saturday and Sunday
Saturday and Sunday set-up must be completed prior to 9:30 AM.
- FEE:** For applications received prior to July 1:
 Single Day: \$110 Both Days: \$185
For applications received after July 1:
 Single Day: \$115 Both Days: \$195
- PAYMENT:** Required in full with application; check or credit card only; do ***not*** transmit credit card information by e-mail; card information will be accepted by telephone.
- DEADLINE:** Applications will be received until August 30, 2017.
To be eligible for the fee discount, application must be received prior to July 1.

Festival Philosophy

The mission of the Fall Festival and Craft Show is to provide (i) the public with an opportunity to experience a country-fair with hand-made arts and crafts and raise the level of appreciation for this within the public; and (ii) a showcase for the display and sale of such arts and crafts. The Festival Committee strives to create an event that (i) showcases the talents and skills of vendors; (ii) has a mix of vendors and merchandise that is appealing to visitors; and (iii) maximizes the opportunity for vendors to sell their merchandise. Therefore, the Committee reserves the right to decline certain vendors and/or restrict merchandise proposed for sale so as to minimize product overlap and/or inappropriate merchandise.

Hallockville Museum Farm is the Festival venue and the museum farm interprets 250 years of agricultural history on the North Fork. In order to reflect the historic and rural atmosphere of the museum farm and its mission of promoting traditional handcrafts and arts, vendors should be sensitive to the nature of the site and their displays should reflect that sensitivity.

*Vendors should carefully read general information provided below
and the specific points made on the following page.*

2017 HALLOCKVILLE FALL FESTIVAL AND CRAFT SHOW

Craft Vendor Application Form Instructions

Only complete applications will be reviewed by the Fall Festival Committee

Hallockville interprets 250 years of agricultural history on the North Fork.

In order to reflect that historic and rural atmosphere, vendors must adhere to the following requirements:

Merchandise Sold

1. The Fall Festival is an invitational show of traditional handmade art and handcrafts only. All work must be your own. No kits, plastic, manufactured parts, purchased pieces or imports will be allowed. Vendors selling unauthorized items will be asked to remove those items and selling unauthorized items jeopardizes acceptance at future Hallockville events.
2. The Committee reserves the right to limit the merchandise offered for sale by vendors.
3. The Festival is not intended to be a venue for a vendor to sell “close-out”, “deeply discounted”, “overstock”, or similar merchandise. The vending experience at the Festival is not intended to replicate what is commercially available but rather to highlight individual vendors concepts, designs, and products.
4. Hallockville reserves the right to request the removal of inappropriate crafts and/or displays, and vendors selling unauthorized items will be asked to remove those items.
5. Vendors are not permitted to sell raffle tickets or other prizes for cash. Vendors will be permitted to offer chances, coupons and/or promotional incentives at their booth for free or reduced price merchandise. In no case will vendors or their staff be permitted to walk the grounds of the Festival to advertise such promotions.

Application Materials

6. All applications, whether from returning or new vendors, must include all required documentation including photographs and a complete listing of merchandise.
7. The vendor application must include at least four photographs that show all products you intend to sell along with detailed descriptions. *Digital photographs submitted by e-mail (herb@hallockville.com) are preferred.* Hard-copy photographs will be returned only if a self-addressed stamped envelope is included with the application.
8. Application fees must be submitted with the Vendor Application Form and an application will not be considered complete without inclusion of the fee. Vendor payment will not be processed until the Committee has accepted the application.
9. *Submission of an application does not guarantee acceptance to the Festival.* The Festival Committee reserves the right to decline any application and all decisions are final.
10. Fees for accepted vendors are non-refundable. Fees from those applicants that are not accepted will be returned.

Vendor Space Details

11. The Festival is a “rain or shine” event and will only be cancelled in the event of severe weather.
12. For vendors participating both days, set-up will be permitted Friday evening. For Sunday-only vendors, set-up will occur Sunday morning.
13. Vendors should bring their own tables, chairs, and protection from the weather.
14. Accepted vendors who participated in the 2017 Festival and who submit applications prior to July 1, 2017 will be assigned their 2016 space location *if so requested* on the application form.
15. Vendors returning from 2016 that are accepted but that submit their applications after July 1, 2017 will be sited based on the discretion of the Festival Committee.
16. New vendors that are accepted, regardless of application submission date, will be sited based on the discretion of the Festival Committee.
17. The Festival Committee reserves the right to make any space assignment for *any* vendor based on extraordinary circumstances including but not limited to safety considerations, type of merchandise sold, and other site considerations. All space assignment decisions are final.
18. Each vendor spot will be numbered and staff will be available to help you find your spot. Details on space assignment, vendor unloading and parking will be provided within two weeks of the Festival.
19. All vendors agree to staff their booths during the Festival from 10 AM to 5 PM. Vendors agree not to dismantle their display prior to 5:15 PM. Vendors who dismantle their display prior to 5:15 PM for whatever reason, including inclement weather, jeopardize their acceptance to future Hallockville events.
20. Unless explicitly permitted by the vendor, Hallockville will not share or distribute vendor’s personal contact information with other individuals or organizations. If provided in the application, Hallockville will use the Vendor’s website/Facebook/Etsy link to promote their participation as well as include in a list of participating vendors which will be posted on Hallockville.com prior to the Festival.
21. Hallockville, Inc. does not assume responsibility for any lost, stolen, or damaged goods or personal items.

2017 HALLOCKVILLE FALL FESTIVAL AND CRAFT SHOW
Craft Vendor Application Form

Last Name: _____ First Name: _____

Company Name: _____

Address Line 1: _____

Address Line 2: _____

City: _____ State: _____ Zip Code: _____

E-mail: _____ Website/blog: _____

Home/business phone: _____ Cell phone: _____

- Do you plan to bring a canopy or tent? YES NO
Does your canopy or tent exceed 9 feet in height? YES NO
Were you a vendor in 2016? YES NO
If a returning vendor, would you like the same space you had in 2016? * YES NO

**Requests for 2016 spaces will be honored only for applications received prior to July 1.*

Indicate which days you will be attending and how many spaces you would like to reserve:

Both 9/9 & 9/10 _____ space(s) x \$185* = \$ _____

**For applications received after July 1, fee is \$195.*

Saturday only: _____ space(s) x \$110* = \$ _____

**For applications received after July 1, fee is \$115.*

Sunday only: _____ space(s) x \$110* = \$ _____

**For applications received after July 1, fee is \$115.*

Payment can be by check or money order made payable to Hallockville, Inc. or by credit card.

Credit Card # _____ Exp. Date: _____

Signature: _____ Date: _____

We value your input! Please provide your suggestions on a separate sheet or e-mail them to herb@hallockville.com with the subject line "Fall Festival Suggestions."

2017 Vendor Merchandise Listing

The Festival is an invitational show of fiber art and craft meant to showcase the talents and skills of individual vendors. With this in mind, applications that focus on handmade goods are strongly encouraged. Inclusion of other merchandise will be at the discretion of the Festival Committee.

The Committee reserves the right to limit merchandise offered for sale by vendors.

The Festival is not intended to be a venue for a vendor to sell “close-out”, “deeply discounted”, “overstock”, or similar merchandise. The vending experience at the Festival is not intended to replicate what is commercially available but rather to highlight individual vendors concepts, designs, and products.

Hallockville reserves the right to request the removal of inappropriate crafts and/or displays, and vendors selling unauthorized items will be asked to remove those items.

Merchandise Listing and Descriptions

List and describe **all** merchandise that you intend to sell at the Festival. *Please also attach or e-mail at least four (4) representative photographs of merchandise and display.*

1. _____

2. _____

3. _____

4.

5.

6.

7.

8.

9.

Use additional sheets as needed

Vendor Show Participation

List the name, location, and date of events that you participated in 2016.