



Dear Fall Festival Food Vendor:

Enclosed please find an application for the **37<sup>th</sup> Annual Hallockville Fall Festival and Craft Show, which will be held Saturday and Sunday, September 9 and 10, 2017.**

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 5000 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 event retain its authentic and historic sensibilities. Hand-crafted and local merchandise has always been a featured part of the festival, 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 and their vending booth/truck or other set-up.
- **All** applicants must provide detailed descriptions of food they intend to sell, such as a sample menu.

We appreciate your support—the festival is *the* major fundraiser for the museum farm and the proceeds support Hallockville's educational activities, outreach, historic maintenance and public programs.

Please let us know soon of your intent to participate. Thanks again and we're looking forward to having you at this year's festival!

Cordially,

Ron Chuvalas  
Chair, Fall Festival Committee

# 2017 FALL FESTIVAL AND CRAFT SHOW

## *Food Vendor Application Information*

<b>DATE:</b>	Saturday, September 9 <u>and</u> Sunday, September 10, 2017
<b>TIME:</b>	10:00 AM – 5:00 PM each day
<b>SET-UP TIME:</b>	5:00-8:00 PM Friday; 6:00-8:30 AM Saturday All vendors must be on-site prior to 8:00AM and <u>Set-up must be completed prior to 8:30 AM on Saturday.</u>
<b>FEE:</b>	\$300 (includes site space for <u>both</u> days of Festival)

1. *Submission of an application does not guarantee acceptance by the committee.*
2. Please include a photograph of your vehicle/display and a detailed description of food items you intend to sell. *Digital photographs submitted by e-mail (herb@hallockville.com) are preferred.* If you submit hard-copy photos and wish to have them returned, please include a self-addressed stamped envelope.
3. Vendors must obtain all proper certifications and approvals from the Suffolk County Department of Health.
4. Vendors must supply their own utilities including water, electric, and gas. Hallockville cannot guarantee access to electrical power.  
  
All equipment must be erected and installed in a way that provides for safe operation. Vendors
5. should be aware that site inspections may be conducted by the Riverhead Town Fire Marshal. Hallockville reserves the right to re-site vendors and/or their equipment.
6. Electrical generators are permitted but they must be sited and operated in a way that does not disturb Festival patrons, other vendors, or farm animals. Vendors must supply their own electrical cords.
7. Portable lavatory facilities will be on-site and provided by Hallockville.
8. If accepted to the festival, a confirmation message will be electronically mailed to you. *All decisions are final and application fees for accepted vendors are non-refundable.*
9. The Festival will take place rain or shine.
10. Specific vendor spaces cannot be reserved and space assignments are at the discretion of the committee.
11. Each vendor spot will be numbered and Festival staff will be available to help you find your spot. Details on space assignment, vendor unloading and parking will be provided one to two weeks prior to the festival.
12. Unless explicitly permitted by the vendor, Hallockville, Inc. will not share or distribute information about vendors with other individuals or organizations.
13. Hallockville, Inc. does not assume responsibility for any lost, stolen, or damaged goods.

# 2017 HALLOCKVILLE FALL FESTIVAL AND CRAFT SHOW

## *Food Vendor Application Form Instructions*

### 1. **Application form**

- Provide all information requested on the attached form.
- Applications can be completed by inputting information within the electronic PDF or by hand.
- Applications submitted electronically as “attached” documents are encouraged (e-mail: herb@hallockville.com)
- Applications can be mailed to the postal address provided below.
- *Applications are not considered complete until payment has been received.*

### 2. **Photographs**

- Photographs of merchandise you intend to sell must be provided.
- *Digital photographs* submitted by e-mail (herb@hallockville.com) are preferred.
- Hard-copy photographs will be accepted but will only be returned if a self-addressed and stamped envelope is provided.

### 3. **Payment**

- check or money order should be made payable to *Hallockville, Inc.*
- for security reasons, do not email your credit card information. If submitting your application by email, please call 631-298-5292 to supply credit card info.
- Fees are non-refundable for vendors who have been accepted.
- Send applications and payment to:

**HALLOCKVILLE MUSEUM FARM**  
**6038 Sound Avenue**  
**Riverhead, NY 11901**  
herb@hallockville.com  
**631-298-5292**

*Please note that applications are not considered complete until all application materials (including payment) have been received by Hallockville.*

*Only complete applications will be reviewed by the Fall Festival Committee.*

**PLEASE NOTE:** if you are submitting this form electronically, you must save this form to your computer prior to entering your information, and then save again before emailing/printing form. If you do not save the form to your computer first, your entries will not be saved.

## 2017 HALLOCKVILLE FALL FESTIVAL AND CRAFT SHOW

### *Food Vendor Application Form*

<b>Last Name</b>	
<b>First Name</b>	
<b>Address line 1</b>	
<b>Address line 2</b>	
<b>City</b>	
<b>State</b>	
<b>Zip Code</b>	
<b>E-mail address</b>	
<b>Company name</b>	
<b>Web site/ Facebook</b>	
<b>Telephone</b>	
<b>Cell phone</b>	
<b>Comments</b>	

Do You Intend to bring a generator?  YES  NO

*Please attach photos of your food vending vehicle/display  
and brief description of items you intend to sell.*

\*

*Payment of \$300 can be by check made payable to Hallockville, Inc. or by credit card.*

**For security reasons, we cannot accept Credit Card info by email. After submitting your application by email, please call 631-298-5292 to provide your C.C. info by phone. Or you may print and mail to 6038 Sound Ave, Riverhead NY 11901**

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](mailto:herb@hallockville.com) with the subject line "Fall Festival Suggestions".