

# Country Fair & Craft Show

## Hallockville Museum Farm

### 40th Annual Hallockville Country Fair & Craft Show

Saturday and Sunday, August 29 and 30, 2020

## Craft Vendor Application

Dear 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 Fair 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 Fair 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.

There is something brand new for this year's Fair-- a new date! Instead the traditional early Fall date, the Fair Committee made the decision to move the event to August 29 & 30. As of many of you probably realize, the weekend traffic during September and October has become increasingly congested over the last several years to the point that it has negatively impacted our visitors' ability to travel to the Fair. We feel confident that having an earlier date will circumvent the problem and capitalize on visitors who are still in the area for the summer. The Fair Committee recognizes that the date change impacts everyone's schedule and that some previous vendors may not be able to participate, but the change was not taken lightly and ultimately was unavoidable. We appreciate everyone's understanding of the situation.

It is important that the Fair 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. Whether you have been coming to the Fair 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 Fair 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 JUNE 1.**

*The early-bird application also provides returning vendors the opportunity to reserve the same spot they had in 2019.*

Cordially,  
Ron Chualas  
Chair, Country Fair Committee

**HALLOCKVILLE MUSEUM FARM**  
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**2020 COUNTRY FAIR & CRAFT SHOW**  
*Craft Vendor Application Information*

- DATE:** Saturday, **August 29** and Sunday, **August 30**, 2020
- 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 June 1:  
*Single Day: \$125      Both Days: \$195*  
For applications received after June 1:  
*Single Day: \$135      Both Days: \$200*
- 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 July 31, 2020.  
To be eligible for the fee discount, application must be received prior to June 1.

**Fair Philosophy**

The mission of the Country Fair 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 Fair 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 Fair 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.*

# 2020 Hallockville Country Fair & Craft Show

## *Craft Vendor Application Form Instructions*

This application form is used by vendors selling hand-crafted items or pre-packaged food only. Vendors offering services or food for immediate consumption should contact the Hallockville office.

*Only complete applications will be reviewed by the Country Fair Committee*

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

### **Merchandise Sold**

1. The Country Fair 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 Fair 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 Fair 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 Fair 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 ([info@hallockville.com](mailto:info@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 Fair.* The Fair 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.
11. Submission of applications will be acknowledged within 10 days of their receipt. Acceptance or denial notifications will be provided within two weeks thereafter.

### **Vendor Space Details**

12. The Fair is a “rain or shine” event and will only be cancelled in the event of severe weather.
13. For vendors participating both days, set-up will be permitted Friday evening. For Sunday-only vendors, set-up will occur Sunday morning.
14. Vendors should bring their own tables, chairs, and protection from the weather.
15. Accepted vendors who participated in the 2019 Fair and who submit applications prior to June 1, 2020 will be assigned their 2019 space location *if so requested* on the application form.
16. Vendors returning from 2019 that are accepted but that submit their applications after June 1, 2020 will be sited based on the discretion of the Fair Committee.
17. New vendors that are accepted, regardless of application submission date, will be sited based on the discretion of the Fair Committee.
18. The Fair 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.
19. 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 Fair.
20. All vendors agree to staff their booths during the Fair 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.
21. 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 Fair.
22. Hallockville, Inc. does not assume responsibility for any lost, stolen, or damaged goods or personal items.

**2020 HALLOCKVILLE COUNTRY FAIR & 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 2019?  YES  NO  
If a returning vendor, would you like the same space you had in 2019? \*  
 YES  NO

*\*Requests for 2019 spaces will be honored only for applications received prior to June 1.*

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

**Both 8/29 & 8/30** \_\_\_\_\_space(s) x \$185\* = \$\_\_\_\_\_

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

**Saturday only:** \_\_\_\_\_space(s) x \$110\* = \$\_\_\_\_\_

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

**Sunday only:** \_\_\_\_\_space(s) x \$110\* = \$\_\_\_\_\_

*\*For applications received after June 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 [info@hallockville.com](mailto:info@hallockville.com) with the subject line "Country Fair Suggestions."***

## ***Vendor Merchandise Listing***

*The Fair 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 Fair Committee.

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

The Fair 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 Fair 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 Fair. *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 last year.