

Country Fair and Craft Show At Hallockville Museum Farm

Dear Food Vendor:

Enclosed please find an application for the **40th-Annual Hallockville Country Fair Craft Show, which will be held Saturday and Sunday August 29 and 30, 2020.**

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 4000 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 Fair, and so vendors must carefully select and display their wares. *Regardless of 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 provide detailed descriptions of food they intend to sell, including sample menu(s) and pricing.
- *All* applicants must supply photographs of merchandise and their vending booth/truck or other set-up.

We appreciate your support—the Fair 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 Fair!

Cordially,

Ron Chuvalas
Chair, Country Fair Committee

COUNTRY FAIR AND CRAFT SHOW

Food Vendor Application Information

This application is for those vendors who will sell food intended for immediate consumption at the Fair.

DATE:	Saturday, August 29 <u>and</u> Sunday 30, August 2020
TIME:	10:00 AM – 5:00 PM each day
SET-UP TIME:	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>
FEE:	\$300 (includes site space for <u>both</u> days of Fair)

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.
All equipment must be erected and installed in a way that provides for safe operation.
5. Vendors 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 Fair 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 Fair, a confirmation message will be electronically mailed to you. *All decisions are final and application fees for accepted vendors are non-refundable.*
9. The Fair will take place rain or shine.
10. Specific vendor spaces cannot be reserved and space assignments are at the discretion of the committee.

Each vendor spot will be numbered and Fair staff will be available to help you find your
11. spot. Details on space assignment, vendor unloading and parking will be provided one to two weeks prior to the Fair.
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.

HALLOCKVILLE COUNTRY AND CRAFT SHOW

Food Vendor Application Form Instructions

This application is for those vendors who will sell food intended for immediate consumption at the Fair.

1. **Application form**

- Provide all information requested on the attached form.
- Applications can be completed by inputting information within the electronic PDF or manually.
- 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. **Additional Required Information**

- Descriptions of food you intend to sell, along with pricing must be provided.
- *Digital* photographs of truck/display 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 Fair Committee.

HALLOCKVILLE COUNTRY FAIR AND CRAFT SHOW

Food Vendor Application Form

LAST NAME: _____ FIRST NAME _____

ADDRESS LINE 1: _____

ADDRESS LINE 2: _____

CITY: _____ STATE: _____ ZIP: _____

COMPANY NAME: _____

WEBSITE/FACEBOOK: _____

PHONE #: _____ CELL #: _____

EMAIL: _____

Do You Intend to bring a generator? YES NO

***Please attach photos of your food vending vehicle/display
and descriptions of food you intend to sell along with
pricing.***

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 with the subject line "Country Fair Suggestions".