

Hallockville Museum Farm

6038 Sound Ave
Riverhead, NY 11901

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Dear Fall Festival Vendor:

Enclosed please find an application for the **31st Annual Hallockville Fall Festival and Craft Show, which will be held Saturday and Sunday, September 17 and 18, 2011.**

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—nearly 5000 persons attended and enjoyed visiting animals, tractor displays, craft demonstrations, children's activities and – of course—the great vendor market. You will notice that the 2011 vendor fees are the same as they have been for the last few years. We recognize that economic times remain difficult and want to make sure that the Festival is affordable for local artisans.

It is important that the event retain its authentic and historic sensibility. Hand-crafted merchandise has always been a featured part of the festival, and so it is important that vendors 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 museum farm and the proceeds support Hallockville's educational activities, outreach, and other operations.

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,

Jim Slezak
Chair, Fall Festival Committee

Tel: 631-298-5292

hallockv@optonline.net

www.hallockville.com

HALLOCKVILLE MUSEUM FARM
6038 Sound Avenue, Riverhead, NY 11901
631-298-5292 ph / 631-298-0144 fax
hallockv@optonline.net

2011 FALL FESTIVAL AND CRAFT SHOW
Vendor Application Information

Welcome to the *31st Annual Fall Festival and Craft Show at Hallockville Museum Farm*. Our festival takes place on **Saturday, September 17 and Sunday, September 17, 2011.**

DATE:	Saturday, September 17 and Sunday, September 18, 2011
TIME:	10:00am – 5:00 pm
BOOTH SIZE:	10 x 10 feet
SET-UP TIME:	5:00-8:00 pm Friday; 6:00 am Saturday and Sunday <u>All set-up on Saturday and Sunday must be completed prior to 9:30 AM.</u>
ENTRY FEE:	Single Day: \$90 Both Days: \$160

Hallockville interprets 240 years of agricultural history on the North Fork.

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

1. *Submission of an application does not guarantee acceptance by the committee.* The Fall Festival is an invitational show of traditional handmade art and handcrafts only. All work must be your own. and no kits, plastic, manufactured parts, purchased pieces or imports will be allowed. Vendors selling unauthorized items will be asked to remove those items.
2. Please include a photograph of your display and a close-up of all the work you intend to sell. *Digital photographs submitted by e-mail (hallockv@optonline.net) are preferred.* If you submit hard-copy photos and wish to have them returned, please include a self-addressed stamped envelope.
3. 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.*
4. Hallockville reserves the right to request the removal of inappropriate crafts and/or displays on Festival day.
5. The Festival will take place rain or shine. Please bring your own tables, chairs, and protection from the weather. For vendors participating both days, set-up will be permitted Friday evening. For Sunday-only vendors, set-up will occur Sunday morning.
6. Specific vendor spaces cannot be reserved and space assignments are at the discretion of the committee.
7. 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.
8. Unless explicitly permitted by the vendor, Hallockville, Inc. will not share or distribute information about vendors with other individuals or organizations.
9. Hallockville, Inc. does not assume responsibility for any lost, stolen, or damaged goods.

2011 HALLOCKVILLE FALL FESTIVAL AND CRAFT SHOW

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 Word-document or manually.
- Applications submitted electronically as “attached” documents are encouraged (e-mail: hallockv@optonline.net)
- Applications may be submitted by fax (631-298-0144). Please call 631-298-5292 first to inform us that you will be transmitting a fax.
- 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 (hallockv@optonline.net) 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.*
- if desired, credit card information will be accepted by phone.
- Fees are non-refundable for vendors who have been accepted.
- Send payment to:

HALLOCKVILLE MUSEUM FARM
6038 Sound Avenue
Riverhead, NY 11901

631-298-5292 ph / 631-298-0144 fax
hallockv@optonline.net

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

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

2011 HALLOCKVILLE FALL FESTIVAL AND CRAFT SHOW
Vendor Application Form

Last Name:
First Name:
Company Name:
Address Line 1:
Address Line 2:
City:
State:
Zip Code:
E-mail address:
Website/blog:
Home/business phone:
Cell phone:
Tax number:

Describe merchandise (use separate sheets if necessary) and attach photos:

Are you a returning vendor? YES NO
What type of booth will you bring? OPEN BOOTH CANOPY

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

Both 9/17 & 9/18 _____ space(s) x \$160 = \$_____

Saturday only: _____ space(s) x \$90 = \$_____

Sunday only: _____ space(s) x \$90 = \$_____

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 hallockv@optonline.net with the subject line "Fall Festival Suggestions".