

Hallockville Fiber Festival

May 22, 2021
(rain date, May 23)

Dear Fiber Vendor:

The museum farm is pleased to announce that it will host the Hallockville Fiber Festival on May 22, 2021. The event will showcase fiber vendors and the fiber arts and information is attached on being a vendor. *Please note the following points before completing the application:*

- Vendors should carefully review the attached Application Information sheet since it contains important details concerning selling at the Festival.
- All vendors must complete the entire form and submit all required documentation, including photographs and a complete listing of merchandise they propose to sell.
- Applications will not be considered by Hallockville until all information and the fee are submitted.
- Hallockville reserves the right to limit merchandise a vendor proposes to sell at the Festival.
- Submission of an application does not guarantee acceptance to the Festival. Acceptance is contingent upon review and approval with respect to the merchandise being proposed for sale.
- All applications must be received **prior to May 1, 2021**

COVID-19 Notice. *During the Festival, applicable COVID-19 protocols will be in place which may include, but not limited to, wearing face coverings and social distancing. Vendors and visitors are expected to abide by protocols that are in place at the event.*

***2021 Hallockville Fiber Festival
Vendor Application Information***

DATE:	Saturday May 22, 2021 (<i>rain date, May 23</i>)
LOCATION:	Hallockville Museum Farm, 6038 Sound Ave., Riverhead, NY
TIME:	10:00 AM to 5:00 PM
BOOTH SIZE:	10 x 10 feet
SET-UP TIME:	3:00 PM to 6:00 PM on Friday, May 20 7:00 AM to 9:00 AM on Saturday
FEE:	\$100
PAYMENT:	<u>Required in full</u> with application
DEADLINE:	All applications must be received <u>by May 1, 2021.</u>

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

Festival Philosophy:

The mission of the Hallockville Fiber Festival is to (i) educate the public and about fiber arts and crafts and raise the level of appreciation for this within the public; and (ii) provide a showcase for the display and sale of such arts and crafts. A specific focus is on producers and crafters from Long Island and the surrounding region. Vendors of hand-crafted fiber, yarn, craft-related supplies, and hand-crafted finished items are encouraged to submit applications.

Hallockville 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, Hallockville 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.

2021 Hallockville Fiber Festival Vendor Application Information

Vendors must adhere to the following specific points to promote the philosophy of the Festival:

Merchandise Sold

1. *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 Hallockville.
2. Hallockville 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 or 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 Hallockville has accepted the application.
9. Submission of an application does *not* guarantee acceptance and Hallockville reserves the right to decline applications from any applicant.
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 scheduled for May 22, 2021 but will be postponed to May 23 in the event of heavy rain or severe weather at the discretion of Hallockville.
12. Vendors should bring their own tables, chairs, and protection from the weather.
13. Specific spaces cannot be reserved and space assignments are at the discretion of Hallockville.
14. 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 one to two weeks prior to the Festival.
15. 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 4 PM. Vendors who dismantle their display prior to 5 PM for whatever reason including inclement weather jeopardize being accepted at future events.
16. 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.
17. Hallockville, Inc. does not assume responsibility for any lost, stolen, or damaged goods or personal items.

***2021 Hallockville Fiber Festival
Vendor Application Form***

LAST NAME:

FIRST NAME:

COMPANY NAME:

ADDRESS:

CITY:

STATE:

ZIP CODE:

E-MAIL ADDRESS:

WEBSITE:

HOME TELEPHONE:

CELL:

Please enclose the \$100 application fee

Payment by check or money order (payable to Hallockville, Inc.) or by credit card.

Please include with payment representative photographs of merchandise (or e-mail photographs to herb@hallockville.com) along with a description of all merchandise to be sold (see next page).

Submit application form, payment, and related documentation to:

Hallockville Museum Farm
6038 Sound Avenue, Riverhead, NY 11901

Application and payment must be received prior to May 1, 2021

Credit Card # _____ Exp. Date: _____ CVC: _____

Signature: _____ Date: _____

2021 Hallockville Fiber Festival Vendor Merchandise Listing

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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. _____

Use additional sheets as needed