

**HALLOCKVILLE MUSEUM FARM**  
**41<sup>st</sup> ANNUAL COUNTRY FAIR AND CRAFT SHOW**  
*September 17 & 18, 2022*

***Food Vendor Application Form***

**CONTACT INFORMATION**

**LAST NAME:** \_\_\_\_\_ **FIRST NAME:** \_\_\_\_\_

**BUSINESS NAME:** \_\_\_\_\_

**ADDRESS LINE 1:** \_\_\_\_\_

**ADDRESS LINE 2:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**BUSINESS PHONE:** \_\_\_\_\_ **MOBILE PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **WEBSITE:** \_\_\_\_\_

**FACEBOOK/INSTAGRAM:** \_\_\_\_\_

## DOCUMENTATION REQUIRED WITH APPLICATION

The following documents must be submitted with this application:

Photos (at least 2) of vendor truck/vehicle  
Current Suffolk County Health Department Permit  
Certificate of Insurance showing Liability coverage of at least \$1 million  
List of menu items intended for sale at Fair  
Allowed file extensions: jpg, jpeg, png, pdf, doc, docx  
Maximum file size of 20 mb

## FAIR TERMS AND VENDOR CERTIFICATION

### Terms

*Accepted food vendor agrees to all the following terms of operation at the Fair:*

1. Vendor agrees to participate at the Fair on September 17 and 18, 2022.
2. Vendors agrees to arrive on site for set-up on Friday, September 16 from 4 PM to 6 PM; or Saturday and Sunday, September 17 and 18 from 6:00 AM to 8:30 AM.
3. Vendor agrees to complete set-up no later than 10:00 AM on Saturday and Sunday.
4. Vendor agrees not to leave the site earlier than 5:00 PM on Saturday and Sunday and at the direction of Hallockville staff.
5. Vendor understands that the Fair is a rain or shine event. The event will only be canceled in the event of severe weather and at the discretion of Hallockville.
6. Vendor agrees to provide copies to Hallockville of all appropriate certifications and approvals from the Suffolk County Department of Health that are valid for September 17 and 18, 2022.
7. Vendor agrees to provide copies to Hallockville of a Certificate of Insurance showing liability coverage of at least \$1 million that is valid for September 17 and 18, 2022.
8. Vendor understands that siting of vehicles is at the sole discretion of Hallockville.
9. Vendor agrees to supply their own water, electric, gas, tents, tables, and associated equipment.
10. 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.
11. All equipment must be erected and installed in a way that provides for safe operation.
12. Vendor understands that inspections may be conducted by the Riverhead Town Fire Marshal and that such inspections may require re-siting of the vendor or cessation of the vendor's operations.

13. Portable lavatory facilities will be on-site and provided by Hallockville.
14. Vendor understands that application fees for accepted applications are non-refundable.
15. Vendor understands that Hallockville, Inc. does not provide overnight security and does assume responsibility for any lost, stolen, or damaged goods.

### **Certification**

*I have read, understand, and agree to all the Fair Terms. I am aware that failure to abide by these Terms may result in disqualification to participate in the Fair. I further understand that there will be no refund of the application fee in cases of disqualification.*

I agree to and certify the above statements

### **PAYMENT**

- The Food Vendor fee is \$300.
  - Applications are not considered complete without full payment.
  - The fee includes a site space for both days of the Fair.
- Payment by check or money order should be made payable to *Hallockville, Inc.* and mailed to:

**HALLOCKVILLE MUSEUM FARM**  
**6038 Sound Avenue**  
**Riverhead, NY 11901**

- Payment by credit card can be completed by calling the office at 631-298-5292.

*Please note that submission of an application does not guarantee acceptance.  
Notification of acceptance will be made within two weeks of submission.  
Fees for accepted vendors are non-refundable.*

Questions can be addressed to Hallockville at [herb@hallockville.org](mailto:herb@hallockville.org) or 631-298-5292.