



THE HOLIDAY CRAFT & GIFT SHOW at ST. KILIAN'S • SATURDAY, DECEMBER 7, 2024

INTRODUCTION

Dear Participating Vendor:

Thank you for inquiring about our event. The Knights of Columbus St. Kilian Council #2204 returns to host its Holiday Craft & Gift Show at the St. Kilian Auditorium/Gym at 50 Cherry St., Farmingdale, from 10 am to 4pm..

For your convenience, we have formed this cover page to fill you in on event information, policies, and general "rules of the road" to insure a successful day for all parties involved.

A • LOCATION

- **VENUE:** St. Kilian Auditorium/Gymnasium
50 Cherry Street, Farmingdale, NY 11735
Off Conklin Street Avenue; Behind St. Kilian's RC Church

B • SHOW HOURS (plus CHECK-IN & DEPARTURE)

- **SHOW START TIME:** 10:00 AM
- **SHOW END TIME:** 4:00 PM
- **CHECK-IN and SETUP:** 7:30 AM
- **LATEST CHECK-IN TIME:** 9:15 AM
Reserved space will be held for registered vendors until 9:15 AM on the day of the event. These vendors will be reassigned space to alternate spaces saved for walk-on registrants on event day.
- **VENDORS WORK THE FULL DAY:**
You may begin packing before 4:00 PM, however, vendors are expected to remain in attendance for the duration of the event. Any disruption of the event for an early departure is prohibited.
- **BREAKDOWN:** 4:00 PM to 6:00 PM
Vendor have until 6:00 PM to complete breakdown and depart.

C • NO RAIN DATES

OUR INDOOR EVENTS ARE RAIN OR SHINE! As our event are indoors, weather will not impact our events from taking place.

D • VENDOR LAYOUT & POSITIONING

HOW WE GO ABOUT THIS: LIFairs exercises many considerations regarding vendor placement. We take steps to avoid placing vendors with identical or similar merchandise next to each other. It is a painstaking process, but we make it a part of our overall efforts to maximize the potential success for our participating vendors.

Positioning is determined based on the following:

- **FIRST COME, FIRST SERVE:** Applications are time-stamped based on postmarks or credit card processing dates.
- **GENERATOR USAGE:** Generator usage will impact positioning due to noise and exhaust fumes. We will position in a manner that has the least impact on other vendors and the public.
- **SUNSHINE & HEAT:** We will try our best to accomodate vendors who are impacted by sun or heat by trying to secure shaded spots or position them facing north..
- **REQUESTS:** We try our best to honor requests, but not all requests are honored.
- **RETURNING VENDORS:** We respect vendors who return year after year. However, spot numbers can change as event layouts are adjusted. If you wish to return to a previous year's position, please note it on your application and we will try to honor it.

E • BOOTH POLICIES

CLEANLINESS

VENDORS MUST CLEAN UP THEIR SPACES:

You are responsible to make sure your space is clean before departing. To assist you with this, we are placing trash receptacles (lined boxes) throughout the event for attendees to deposit their garbage. Please take advantage of these boxes at the end of the day to deposit any garbage you may have accumulated during your stay. **DO NOT EXPLOIT THIS.**

IF YOU HAVE A LOT OF GARBAGE, including empty boxes and more, you are expected to arrive with a garbage bag(s) for the large amount of garbage you have and take it to the designated garbage collection point (ask a yellow-vested vendor for the location). **DO NOT OVERFLOW THE BOXES.**

DISPLAYS & SETUPS

VENDORS ARE ONLY ALLOWED TO PLACE A WALL AT THE BACK OF THEIR BOOTH. No dividers separating booths are allowed as such divider can inhibit the visibility of fellow vendors.

TASTINGS & SAMPLING

IT'S UP TO VENDORS TO KNOW THE HEALTH DEPARTMENT RULES & GUIDELINES ON TASTING & SAMPLING

County Health Department inspectors visit every one of our fairs. If an inspector visits your booth and instructs you to put away your samples or tells you to stop selling, you will not be issued a refund. It is your business to know your business.

EARLY DEPARTURES & NO-SHOWS

VENDORS ARE EXPECTED TO ATTEND THE EVENT and STAY FOR THE DURATION OF THE EVENT

The appearance of the fair impacts our event. Vacant spots are eyesores and communicate a poor image of the event to attendees. We strive for continuity of vendors booths and a feeling of completeness.

- **EARLY DEPARTURES:** Vendors are discouraged from departing early. If you still plan to depart early, you must inform organizers before the event. Departures without advanced notice is prohibited.
- **NO SHOWS:** If you are not going to show up, you need to notify the organizer that you will not be attending so that we may amend the layout.

F • REFUND POLICY

- **REFUNDS...** Issued only when a vendor withdraws minimum one week before the event.
- **CREDITS...** Issued only when a vendor withdraws minimum 72 hours before a show.
- **NO REFUNDS** within three days before show, after a show, or if a rain date is executed.



2024 VENDOR APPLICATION

HOLIDAY CRAFT & GIFT FAIR at ST. KILIAN'S AUDITORIUM/GYM • SATURDAY, DECEMBER 7, 2024 • Rain or Shine

STEP 1 • REGISTRANT INFORMATION

BUSINESS NAME _____

PHONE NUMBER _____

ADDRESS _____

CELL PHONE NUMBER _____

CITY, STATE, ZIP CODE _____

EMAIL ADDRESS _____

CONTACT PERSON _____

REPRESENTATIVE AT SHOW (If Different Than Contact) _____ CELL PHONE NUMBER _____

STEP 2 • VENDOR IDENTIFICATION... WHICH ONE ARE YOU?

CRAFTERS & ARTISANS (Handmade):..... \$100.00

MERCHANDISE: 8'x 6' Space..... \$100.00

FOOD VENDORS: Requires Different Application • Call (516) 644-5615

BUSINESSES (All subject to consideration & approval of host organization)

COMMUNITY STOREFRONT: \$100.00

Brick & mortar business operating within the zip code of the event

VISTING STOREFRONT: \$150.00

Brick & mortar business operating outside the zip code of the event

NON-STOREFRONT BUSINESS: \$150.00

BRAND-BASED businesses with no street-level storefront

Eligible for sponsorship opportunity. Deadlines apply. Call (516) 644-5615

ORGANIZATIONS (All subject to consideration & approval of host organization)

COMMUNITY ORGANIZATION:.... Call (516) 644-5615

Participation is subject to consideration and approval of host organization

NON-PROFIT: Call (516) 644-5615

Limited Availability • Subject to consideration & approval of host organization

GOVERNMENT:

GOVERNMENT OFFICE:..... Call (516) 644-5615

Limited Availability • Subject to consideration & approval of host organization

CANDIDATE FOR OFFICE:..... \$100.00

Not accepted • Hosts opt to keep the Holiday event apolitical

STEP 3 • YOUR BOOTH ACTIVITIES...

VENDORS ARE RESPONSIBLE for their own TENTS, TABLES & CHAIRS. Please provide answers to the following questions to avoid potential conflicts...

What Will You Be Selling or Promoting? _____

Will You Give Anything Away for Free? Y N

IF YES, PLEASE INDICATE WHAT HERE: _____

Do You Plan to Offer Food as Promotion? Y N

Do You Plan to Offer Food as Promotion? Y N

Are You Using Kids Entertainment? Y N

IF YES, PLEASE INDICATE WHAT HERE: _____

Are You Using a Generator? Y N

STEP 4 • HOLD HARMLESS AGREEMENT

All vendors are required to complete the following agreement for insurance purposes.

A contract without this signature is not deemed complete and will not reserve your space (even if payment is included).

We/I agree to protect, indemnify and save and keep harmless the Knights of Columbus St. Kilian Council #2204, St. Kilian's RC Church, and LI Fairs, Inc. against/from any accident or other occurrence on or about said premises, causing injury to any person or property whomsoever and whatsoever and will protect, indemnify and save and keep harmless the above-mentioned parties from any and all claim, costs or expenses arising out of our use of the aforesaid premises.

By: _____

Date: _____

Questions? Please call the Knights of Columbus St. Kilian Council #2204 at (516) 644-5615

STEP 5 • PAYMENT

MAKE CHECKS PAYABLE TO: LI FAIRS

SEND CHECK & APP TO: St. Kilian's Holiday Craft & Gift Fair
P.O. Box 786, Levittown, NY 11756

FOR OFFICE USE ONLY

NC NP PD • CK CC PRC

CCN: _____

ED: _____ CVC: _____ ZC: _____