

MALVERNE FALL FESTIVAL & CAR SHOW • SAT., SEPT. 20, 2025 (Rain date: Sept. 27)

INTRODUCTION

Dear Participating Vendor:

Thank you for inquiring about our event. The Malverne Chamber of Commerce has been hosting its Annual Festival & Car Show now for three decades, drawing thousands to the quaint hamlet annually.

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. We appreciate your adherence to all our policies and your consideration to participate in our event.

A • LOCATION

- **VENUE:** Malverne Festival & Car Show
On Church Street and Gazebo Park
(From Utterby Road to Weber Avenue)

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

- **SHOW START TIME:** 11:00 AM
- **SHOW END TIME:** 4:00 PM

- **CHECK-IN and SETUP:** 7:45 AM
- **LATEST CHECK-IN TIME:** 9:10 AM
Vendors arriving after this time will have to cart their items to their spot from their parking spot, or outside the perimeter of the fair.
- **ALL VEHICLES OFF FAIR GROUNDS BY:** 9:30 AM

- **BREAKDOWN START TIME:** 4:00 PM
You may begin packing before 4:00 PM. However, vehicles will not be allowed to enter the fair space until 4:30 P.M.
- **VEHICLE ENTRY:** 4:30 PM
An earlier vehicle entry time may be possible, but that decision will be made on-site at the discretion of the host organization.
- **DEPARTURE TIME:** Must be off site by 6:00 PM

C • THREATENING FORECASTS...

THREATENING WEATHER? TUNE INTO OUR FACEBOOK PAGE :
Visit www.facebook.com/lifairs for forecast updates.

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 accommodate 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, the Chamber of Commerce is placing trash receptacles (lined boxes) throughout the fair 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.**

■ TENT WEIGHTS

VENDORS MUST BE EQUIPPED WITH TENT WEIGHTS IF WEATHER CONDITIONS DEMAND IT.

For the safety of you, your neighboring vendors, attendees and your merchandise, you need to have weights to hold down your tent in the event of wind.

■ 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. Early departers must cart their materials to their parked vehicles off the fair grounds. If you still plan to depart early, you must inform organizers before the event.
- **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

- **RAIN DATES OFFERED FOR MOST SHOWS.** Rain dates are executed when weather forces cancellation of the initial show date.
- **REFUNDS...** Issued only when a vendor withdraws minimum ten (10) days before the event.
- **CREDITS...** Issued only when a vendor withdraws minimum 96 hours before a show.
- **NO REFUNDS or CREDITS** within four (4) days before show, after a show, or if a rain date is executed.

MALVERNE FESTIVAL & CAR SHOW 2025

VENDOR APPLICATION • SATURDAY, SEPTEMBER 20, 2025 • Rain Date: Saturday, September 27, 2025

STEP 1 • REGISTRANT INFORMATION (Please Print All Information Clearly)

BUSINESS NAME _____

PHONE NUMBER _____

ADDRESS _____

CELL PHONE NUMBER _____

CITY, STATE, ZIP CODE _____

EMAIL ADDRESS _____

CONTACT PERSON (FULL NAME) _____

REPRESENTATIVE AT SHOW (If Different Than Contact) _____

CELL PHONE NUMBER _____

STEP 2 • VENDOR PRICING (REGISTRATION DEADLINE: JULY 24, 2025 • Add \$25 for Registrations Postmarked After July 24)

CRAFTERS & ARTISANS (Handmade): \$125.00

MERCHANDISE: 10'x 10' Space \$125.00

■ **BUSINESSES:**

COMMUNITY STOREFRONT: \$125.00

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

VISTING STOREFRONT: \$250.00

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

NON-STOREFRONT BUSINESS: \$250.00

BRAND-BASED businesses with no street-level storefront

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

ORGANIZATIONS (Community Organizations & Non-Profits): CALL
Space is limited. The Chamber places a cap on space availability. Priority is given to organizations from "within the community." Call (516) 644-5615 for consideration.

■ **GOVERNMENT:**

GOVERNMENT OFFICE: (Informational Only) No Charge

■ **CANDIDATE FOR OFFICE:** Not Accepted

The Malverne Chamber of Commerce has declared its event as "apolitical" and prohibits candidate campaigning and distribution of political party and election literature.

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

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 Do You Sell/Promote?** Be Specific (i.e. Qualify TYPE of Merchandise – CHILDREN'S Clothing, BEACH GLASS Jewelry, etc... This Affects Vendor Positioning.)

■ **Are You Using a Generator?** Y N

■ **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

■ **Are You Using Kids Entertainment?** Y N

IF YES, PLEASE INDICATE WHAT HERE:

STEP 4 • PAYMENT

■ **MAKE CHECKS PAYABLE TO:** LI FAIRS

■ **SEND CHECK & APP TO:** Malverne Fall Festival
P.O. Box 786, Levittown, NY 11756

FOR OFFICE USE ONLY

NC NP PD • CK CC PRC

CCN: _____ • _____ • _____

ED: _____ CVC: _____ ZC: _____

STEP 5 • 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 Malverne Chamber of Commerce, the Village of Malverne, the Town of Hempstead, Nassau County 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.

SIGNATURE: _____

DATE: _____

PRINTED NAME: _____

BUSINESS NAME: _____

QUESTIONS? Questions? Please call the LI Fairs, Inc. (516) 644-5615