

EAST NORTHPORT FESTIVAL • SATURDAY & SUNDAY., SEPT. 12 & 13, 2026 (Rain or Shine)

INTRODUCTION

Dear Participating Vendor:

LI Fairs is proud to announce it will be organizing the Street Fair at the this year's East Northport Festival. The longstanding event hosted annually by the East Northport Chamber of Commerce takes place on Larkfield Road, from Pulaski Road to Kew Avenue, and is anchored by a huge carnival inside the adjacent John Walsh Memorial Park. Our "Street Fair" on Larkfield Road will be home to our magnificent two-day craft & vendor bazaar, along with our dining & entertainment court. For your convenience, we have formed this cover page to fill you in on street fair information, policies, and general "rules of the road" to insure a successful day for all parties involved.

A • LOCATION

- **VENUE:** Larkfield Road, East Northport
Alongside John Walsh Memorial Park
From Pulaski Road to Kew Avenue

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

- **SHOW START TIME:** 11:00 AM
- **SHOW END TIME:** 6:00 PM

- **CHECK-IN and SETUP:** 8:00 AM
- **LATEST CHECK-IN TIME:** 9:30 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:** 10:00 AM

- **BREAKDOWN START TIME:** 6:00 PM
You may begin packing before 6:00 PM. However, vehicles will not be allowed to enter the fair space until 6:30 PM
- **VEHICLE ENTRY:** 6:30 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 7:30 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: LI Fairs 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 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 appreciate 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 Town of Huntington is placing trash receptacles 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 • SHOW DEADLINES & POLICIES

- **REGISTRATION DEADLINE IS THURSDAY, SEPTEMBER 3, 2026.**
Applications received must bear a postmarked dated Sept. 3 or earlier. Applications postmarked later than Sept. 3 will incur a \$25 late fee.
- **THE EAST NORTHPORT FESTIVAL IS A "RAIN or SHINE" EVENT.**
The event will take place regardless of inclement weather.
- **NO REFUNDS or CANCELLATIONS.**

EAST NORTHPORT FESTIVAL 2026

VENDOR APPLICATION • SATURDAY & SUNDAY, SEPTEMBER 12 & 13, 2026 • Rain or Shine

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

*****PLEASE PRINT CONTACT INFORMATION CLEARLY!*****

PARTICIPATION REQUIRES a VALID/FUNCTIONING EMAIL and PHONE NUMBER that is MONITORED and ACCESSED BY YOU DAILY. Your inability to receive and/or access our communications can delay your entry and setup at our event.

BUSINESS NAME

ADDRESS

CITY, STATE, ZIP CODE

CONTACT PERSON (FULL NAME)

BUSINESS PHONE NUMBER

CELL PHONE NUMBER

EMAIL ADDRESS

REPRESENTATIVE AT SHOW (If Different Than Contact)

CELL PHONE NUMBER

STEP 2 • VENDOR PRICING (REGISTRATION DEADLINE: SEPT. 3, 2026 • Add \$25 for Registrations Postmarked After Sept. 3)

■ FESTIVAL/FAIR VENDORS:

- CRAFTERS & ARTISANS** (Handmade • 10x10)
 2 DAYS: \$250.00 | SAT. ONLY: \$150.00 | SUN. ONLY: \$150.00

- MERCHANDISE VENDOR** (10x10 Space)
 2 DAYS: \$250.00 | SAT. ONLY: \$150.00 | SUN. ONLY: \$150.00

■ BUSINESSES:

- COMMUNITY STOREFRONT:**
Brick & mortar business operating **within** the zip code of the event
 2 DAYS: \$250.00 | SAT. ONLY: \$150.00 | SUN. ONLY: \$150.00

- VISITING STOREFRONT:**
Brick & mortar business operating **outside** the zip code of the event
 2 DAYS: \$500.00 | SAT. ONLY: \$250.00 | SUN. ONLY: \$250.00

- NON-STOREFRONT BUSINESS:**
BRAND-BASED corporate businesses with **no street-level storefront**
 2 DAYS: \$500.00 | SAT. ONLY: \$250.00 | SUN. ONLY: \$250.00

ORGANIZATIONS (Community Organizations & Non-Profits)

LIMITED AVAILABILITY! Due to space constraints on Larkfield Road, the East Northport Chamber of Commerce limits complimentary spaces. Applications are subject to Chamber approval. 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 East Northport Chamber of Commerce has declared its event as "apolitical" and prohibits candidate campaigning and distribution of political party and election literature.

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 • HOLD HARMLESS AGREEMENT

- ALL CRAFT & MERCHANDISE VENDORS** (including BUSINESS, ORGANIZATION, GOVERNMENT and CANDIDATES) must complete the attached VENDOR RELEASE & HOLD HARMLESS documents (pages 3 & 4).

- VENDORS selling PREPARED FOOD, PACKAGED FOOD, any POTABLE DRINKS, or SOAP/SKINCARE PRODUCT must provide INSURANCE and complete a different HOLD HARMLESS AGREEMENT. Request the Hold Harmless form by calling (516) 644-5615.

- Enclose both the completed APPLICATION and completed VENDOR RELEASE & HOLD HARMLESS into an envelope and proceed to STEP 5.

- ALL VENDORS MUST COMPLY with NYS TAX LAW in order to participate.

STEP 5 • PAYMENT

- MAKE CHECKS PAYABLE TO:** LI FAIRS, INC.

- SEND CHECK, APPLICATION & HOLD HARMLESS TO:**
East Northport Festival, P.O. Box 786, Levittown, NY 11756

FOR OFFICE USE ONLY

NC NP PD • CK CC PRC

CCN: _____ • _____ • _____
ED: _____ CVC: _____ ZC: _____

**TOWN OF HUNTINGTON
100 Main Street
Huntington, New York 11743**

SPECIAL EVENTS & CARNIVALS, CIRCUSES, FAIRS & AMUSEMENT EVENTS

**VENDOR RELEASE & HOLD HARMLESS AND INDEMNIFICATION AGREEMENT
(INSURANCE REQUIRED)**

Name of Vendor -Individual/Organization/Business: _____

Name of Applicant/Contact Person: _____

Street Address: _____

Town: _____ State: _____ Zip: _____ Work Phone #: _____

E-Mail: _____ Cell Phone # _____

Briefly describe your demonstration, services or the Item(s) to be displayed/sold:

VENDOR hereby agrees to release the Town of Huntington and the Town of Huntington Board of Trustees, their officers, agents and/or employees from and against any and all claims, including, but not limited to, claims for personal injury, death, property damage and attorneys' fees which may result from or arise out of VENDOR's participation in Special Events and/or Carnivals, Circuses, Fairs & Amusement Events, for which the Town has issued a permit, taking place on Town of Huntington and/or Town of Huntington Board of Trustees property or private property, during the period during the period commencing on the date of submission of this signed Release & Hold Harmless and Indemnification Agreement and the submission and approval of all required insurance and other documents, through December 31, 2025, and further agrees to defend, indemnify and hold the Town of Huntington and the Town of Huntington Board of Trustees, their officers, agents and/or employees harmless from any and all liability and attorneys' fees, imposed upon or incurred by the Town of Huntington and the Town of Huntington Board of Trustees, their officers, agents and/or employees arising from the negligence, gross negligence, recklessness, malpractice, or intentional tort of VENDOR. Further, such indemnification shall be unlimited as to the amounts claimed or the duration of this Agreement. This Agreement shall not expire until such time as all claims have been finally resolved and/or the statutory time frame to commence an action has expired.

VENDOR shall provide certificates of insurance to the Town of Huntington evidencing the following insurance coverage: a) Comprehensive General Liability Insurance coverage with limits of no less than ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) per occurrence / TWO MILLION AND NO/100 DOLLARS (\$2,000,000.00)* in the aggregate; and b) Worker's Compensation and New York State Disability Insurance for all of its employees, agents, subcontractors and volunteers. Should VENDOR not be required to obtain Worker's Compensation and New York State Disability Insurance, under applicable law, a Certificate of Attestation of Exemption (CE-200 Form) from New York State Workers' Compensation and/or Disability Benefits Insurance Coverage is required to be provided for this event. VENDOR can apply for the CE-200 Form at the following link:

https://www.wcb.ny.gov/content/ebiz/wc_db_exemptions/requestExemptionOverview.jsp .

*Any Vendor who will be including animals of any kind or inflatable entertainment equipment at a Special Event will be required to provide General Liability Insurance coverage with limits of no less than TWO MILLION AND NO/100 DOLLARS (\$2,000,000.00) per occurrence.

All insurance coverage is required to be in occurrence format and shall be primary and non-contributory coverage for the Town of Huntington and the Town of Huntington Board of Trustees, their officers, agents and/or employees. VENDOR further agrees that its liability insurance policies shall include a Waiver of Subrogation in favor of the Town of Huntington and the Town of Huntington Board of Trustees. All insurance carriers must be authorized to conduct business in the State of New York. Said liability insurance certificates shall: i) provide for the Town of Huntington and the Town of Huntington Board of Trustees as Certificate Holders; and ii) name the Town of Huntington and the Town of Huntington Board of Trustees as additional insureds, by endorsement. A copy of the Additional Insured Endorsement is required to be submitted with the certificate of insurance. Please note that the Town does not accept all additional insured endorsements. It is suggested that an "Additional Insured-Designated Person or Organization" endorsement be provided, as that is accepted under most circumstances.

VENDOR agrees to, and shall require all of its employees, agents, subcontractors and volunteers, to fully comply with all federal, state and local laws and regulations as they may apply to this Agreement and its activities at Town of Huntington and Town of Huntington Board of Trustees property pursuant to this Agreement.

VENDOR, if and by offering an electronic signature in any form whatsoever, will accept and agree to be bound by said electronic signature to all terms and conditions of this Agreement. Further, a duplicate or copy of the Agreement that contains a duplicated or non-original signature will be treated the same as an original, signed copy of this original Agreement for all purposes.

VENDOR represents and warrants to the Town of Huntington, the Town of Huntington Board of Trustees that the individual signing this document is authorized to sign this Release and Agreement on behalf of the aforementioned VENDOR Individual/Organization/Business.

VENDOR-INDIVIDUAL/ORGANIZATION/BUSINESS:

Accepted & Agreed:

By: _____
(SIGNATURE)

(PRINT NAME & TITLE)

(INDIVIDUAL/ORGANIZATION/BUSINESS NAME)

Date: _____