

Made in Ohio

ART & CRAFT FESTIVAL AT HALE FARM & VILLAGE

Preview Party September 1, 2017 4 -8 pm (only for vendors who registered for preview night)

Set up for Preview Party Vendors ONLY Sept. 1 10 am – 3pm

Festival September 2 & 3, 2017 10 am – 5 pm

Set up for vendors participating on Saturday and Sunday: Sept. 2 7 am – 9:45 am

Exhibitor and General Event Information

Please thoroughly review all instructions contained in this confirmation packet.

NOTE: All products must be made in Ohio. Buy-sell products are NOT permitted.

Registration:

- All Made in Ohio pre-registered exhibitors must check in at the registration table located along Oak Hill Road. It will be clearly marked with Exhibitor Check In signage.
- No animals are permitted may be brought onto the grounds.

Registration Tent Hours:

- Friday, September 1 (ONLY for PREVIEW NIGHT PARTICIPANTS: 10 am to 3 pm)
- Saturday, September 2 : 7 am to 9:30 am (Booths must be set up by 9:45 am)
ALL CARS must be off the grounds and into exhibitor defined areas by 9:00 am Gates open at 10 am.
PLEASE NOTE Exhibitor parking has been revised this year. All exhibitors must park in exhibitor lots.
- Sunday, September 3: Grounds will be open for vendors starting at 8 am

Fees:

- Vendors that participate in Preview Night will only be permitted two personnel per booth.
- For Saturday and Sunday, the festival will provide two exhibitor badges per booth; additional personnel/guests will be asked to purchase tickets to Hale Farm & Village for \$5, the general admission rate for adults and children. Exhibitors must wear badges while they are on the grounds. Additional wrist bands for Hale Farm may be purchased at the exhibitor check in table (cash only please); any credit card transactions must be handled at the ticket office in the Gatehouse Visitor Center.

Set Up & Tear Down:

- Exhibitors may set up their tents at Hale Farm & Village on Friday, September 1 (ONLY for PREVIEW NIGHT PARTICIPANTS: 10 am to 3 pm)
- If exhibiting Saturday and Sunday only, set up will be Saturday, September 2 : 7 am to 9:30 am (Booths must be set up by 9:45 am)
- Although we will be providing security Friday and Saturday night, *Hale Farm & Village and the Western Reserve Historical Society accepts no responsibility for theft or damage to product left overnight.*
- **Exhibit spaces are 10 x 10; exhibitors are required to furnish their own tent or shelter, table(s), chairs and exhibition materials for their designated space. We will place a little space between exhibitor booths (3-5 feet). Please be courteous of those surrounding you. Do not spill over into their space.**
- Exhibitors are welcome to unload vehicles at their exhibit space. Please unload your vehicles and park your car in the designated lot. **All vehicles must be off the grounds of the museum by 9:00 am on Saturday morning.**
No overnight camping is permitted.
- Exhibitors may begin tear down Sunday, September 2 at 5:00 pm after the museum is closed to the public. NO EXCEPTIONS.

Parking:

- **Exhibitors must display their parking permit on the dashboard, and may park in the Exhibitors areas only. Parking attendants will direct you to exhibitor areas. We need to keep parking spaces in our main lot for guests. The parking pass is the last page of this packet. Please print out and place in your window. MAKE SURE TO ADD YOUR VENDOR NAME AND SPACE NUMBER ON THE PASS.**
- All vehicles must be removed from the museum grounds to designated parking/camping areas by 9:00 am the days of the event. No vehicles will be allowed on the museum grounds during regular business hours.

Food Service:

- The Hale Farm & Village Café will be open in the Gatehouse Visitor Center from 11 am to 5 pm the day of the event. In addition, spread throughout the festival, we have several local food vendors.
- **Alcohol is not permitted on the east, or Village Side of Oak Hill Road. No outside alcohol is permitted on the grounds.**

Entertainment:

We will have musical entertainment in several locations throughout the day.

Exhibitor Responsibilities:

- No buy-sell or antique items are permitted at the Made in Ohio event.
- **Exhibitors are required to comply with all state and federal laws for reporting sales and taxes.**
- Exhibitors agree to maintain an orderly display and to remove any trash or litter from their sales areas during and after the show.
- Please have your table coverings extend to the ground.

General Conduct:

- Exhibitors must conduct themselves in an appropriate manner for a family oriented museum at all times.
- PERSONAL SAFETY is of utmost importance to Hale Farm & Village, the event participants, and the attending public.
- Please supervise your children at all times.
- NO ALCOHOL is permitted on the grounds of Hale Farm & Village unless it is purchased from Hale Farm.
- Hale Farm & Village is a smoke-free museum. This includes electronic cigarettes.
- **NO PETS** are permitted on the grounds of Hale Farm & Village.
- Trash containers provided by Hale Farm & Village are to be utilized at all times.
- Hale Farm reserves the right to request anyone who does not maintain good conduct or act in a safe manner to leave the event immediately.

Hale Farm & Village: What to Expect

Daily Activity

Hale Farm & Village is a 19th century outdoor living history museum. With no electricity in sight and no planes overhead, it doesn't take long for our travelers to realize the shift in time. Each day our guests engage themselves in an interactive experience with our variety of family-friendly activity. The landscape includes 32 historic buildings, a working farm, craft & trade demonstrations, and interpreted sites with historic costumed staff. With so much fun activity, Hale Farm & Village is the perfect experience for the whole family.

- Restrooms
Restrooms are located in the Gatehouse, in the Hale Cottage, the Carriage Shed and we have porta-potties at several locations throughout the area.
- Exhibitors Break Area At the cottage, we will provide water for the exhibitors. Please feel free to stop in whenever you would like.
- Getting Around
 - Accessibility
Hale Farm & Village welcomes individuals with special needs. Hale Farm & Village is partially handicap accessible. Wheelchairs are available on a first come, first served basis in the Gatehouse at no charge.
 - Strollers & Wagons
We welcome strollers on the property. Please note that the historic structure of our buildings does not allow the use of strollers indoors.

Hope you have a profitable and enjoyable time at the Made in Ohio Festival!
We hope to see you next year for 2018 Made in Ohio Festival.
Renee Flynn 330-603-4924

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CRAFT FESTIVAL AT HALE FARM & VILLAGE

Exhibitor Parking Pass

September 2 & 3, 2017

THIS PASS MUST BE DISPLAYED IN FRONT WINDOW
AT ALL TIMES

VENDOR NAME _____

VENDOR NUMBER _____