

# Made in Ohio

ART & CRAFT FESTIVAL AT HALE FARM & VILLAGE

August 30 noon – 5pm  
August 31 10am – 5pm  
September 1 10am – 5pm

## Exhibitor and General Event Information

Please thoroughly review all instructions contained in this confirmation packet.

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***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 the Oak Hill Road. It will be clearly marked with Exhibitor Check In signage. Please check in, proceed to your space, unload your vehicle, then park. THEN you may set up your booth.
- Although we love animals, we do not permit animals to be brought onto the grounds.
- Friday, August 30: You may arrive as early as 7 am to register and set up your booth. Booths must be set up and ready for sales by 11:45 am.

**ON FRIDAY ALL CARS must be off the grounds and into exhibitor defined areas by 11 am. Gates open at noon on Friday. PLEASE NOTE Exhibitor parking has been revised this year. All exhibitors must park in exhibitor lots.**

- Saturday and Sunday, August 31 and September 1: Grounds will be open for vendors to restock booths starting at 8 am. We open to the public at 10 am. All vehicles must be off the grounds at 9:30 am.

### Fees:

- We will provide two exhibitor badges per booth; additional personnel/guests will be asked to purchase tickets to Hale Farm & Village for \$7, 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 August 30 between the hours of 7 am – 11:45 am. (*There WILL BE SECURITY during the nights, however, 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 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 9:30 am. No overnight camping is permitted.**
- Exhibitors may begin tear down Sunday, September 1 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.**
- All vehicles must be removed from the museum grounds to designated parking by 9:30 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 days of the event. In addition, spread throughout the festival, we have several local food vendors.
- 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**

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 2020 Made in Ohio Festival.**  
**Renee Flynn 330-603-4924**

**Made in Ohio**

**CRAFT FESTIVAL AT HALE FARM & VILLAGE**

# 2019 Exhibitor Parking Pass

August 30  
August 31  
September 1

THIS PASS MUST BE DISPLAYED IN FRONT WINDOW  
AT ALL TIMES