

Made in Ohio

Art & Craft Festival at Hale Farm & Village

Friday, Sept. 1 | Saturday, Sept. 2 | Sunday, Sept. 3
10am – 5pm each day

Please thoroughly review all information below.

EXHIBITOR GUIDELINES

- Vendors may set up on Thursday, Aug. 31 from 10 am – 5 pm. Please make sure to be off the grounds at 5 pm on Thursday. Vendors may also set up on Friday, September 1, starting at 7 am. Vendors must be ready for sales at 10 am on Friday. ALL CARS MUST BE OFF THE GROUNDS AT 9:30 EACH MORNING. CARS ARE NOT PERMITTED TO BE BEHIND TENTS DURING FESTIVAL HOURS. Exhibitor parking spots are clearly marked.
- Saturday and Sunday, September 2 and 3: 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 each day!*
- 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 other than service animals to be brought onto the grounds.**
- **Drones are not permitted on the property.**
- *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 5 feet between exhibitor booths. Please be courteous of those surrounding you. Do not spill over into their space.
- Hale Farm is in a remote area and with 190 vendors on property, WI-FI is not always available. Consider off line sales or credit card slips (and processing in the evening).
- Exhibitors may begin tear down Sunday, September 3 at 5:00 pm (NO EARLIER) after the museum is closed to the public. NO EXCEPTIONS. No vehicles are permitted on the property until after 5 pm on Sunday.

FEES

- We will provide two exhibitor badges per booth; additional personnel/guests will be asked to purchase tickets to Hale Farm & Village for \$12 for adults and \$6 for 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.

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.

FOOD SERVICE

- The Hale Farm & Village Café will be open in the Gatehouse Visitor Center from 11 am to 4 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.

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.
- Hale Farm & Village is a smoke-free museum. This includes electronic cigarettes.
- 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.

RESTROOMS / BREAK AREA

Restrooms are located in the Gatehouse, in the Hale Cottage, the Carriage Pavilion 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.

Hope you have a profitable and enjoyable time at the Made in Ohio Festival!

Renee Flynn 330-603-4924

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2023 Exhibitor Parking Pass

September 1-3, 2023

THIS PASS MUST BE DISPLAYED IN FRONT WINDOW
AT ALL TIMES