



P.O. BOX 624 GREENPORT, NEW YORK 11944
E-MAIL: MARITIMEFESTIVAL2014@GMAIL.COM TEL. 631-477-2100 EXT. # 103

Instructions & Information

Dear Maritime Festival Vendor;

Enclosed please find an application for the **25th Annual Maritime Festival**, which will be held **Saturday and Sunday, September 20 and 21, 2014**. The Fest will take place rain or shine---there is NO rain date. The vendor hours for the Maritime Fest are 11:00 a.m. to 6:00 p.m.

If you are a returning vendor, we appreciate your past support. If you are new to Maritime Fest, welcome and thanks for your interest in the East End Seaport Museum and Marine Foundation ("EESM")! The festival is a true North Fork tradition. Last year's festival was a great success with nearly 40,000 in attendance. Our visitors enjoyed our parade, wooden boat displays, boat races, blacksmith and maritime demonstrations, children's activities and of course our great vendors!

PROMOTION: Extensive advertising and promotion are done including Suffolk Times, Newsday, News12 and press releases to Long Island, community newspapers, and metropolitan area newspapers, TV and radio stations and magazines. Posters and banners are displayed and flyers and bags with Maritime Festival information are given out in the weeks before the event.

Avg. Attendance: 40,000 patrons over the weekend

Patron Stats: 7-75 years old

Avg. Head of Household Families 28-64 +

Avg. Time Spent 3.75 hours

VENDOR APPLICATION, FEES and FILING DATES. If you wish to participate this year, please complete the enclosed "Vendor Application" and return with correct fee by **May 15st**. All applications received after May 15th, 2014 will not be eligible for the early discount. Acceptance is limited by availability. If you are mailing your payment, please include 2 separate checks/money orders [(1) \$10 non-refundable jury fee (2) total booth fee] made payable to:

"East End Seaport Museum and Marine Foundation"

Applications are not considered complete until PAYMENT has been received. EESM reserves the right to select vendors/exhibits on the basis of conformance/propriety with our festival and we also reserve the right to exclude you from displaying any items not listed on your application. After processing your completed application you can expect notice/confirmation of your ACCEPTANCE to our Festival within 3 weeks. All rejected applications will be returned with original payment less the **\$10 non-refundable jury fee**. All fees paid are applied to the maintenance and support of EESM and Long Beach Lighthouse, a 501(c) non-profit charitable organization and are considered as a non-refundable donation from those vendors accepted to participate in the festival. The vendor agrees to hold the East End Seaport Museum & Maritime Foundation, the Village of Greenport, Maritime Festival, its employees, directors and volunteers harmless against possible loss, theft, damage or acts of God occurring during the event.

VENDOR SPACES. Space size is 10 x10 feet. Vendors are to supply all tables, chairs and protection from the weather. All tents must conform to space size. If you need additional space you must purchase two spaces. You may not extend farther than your allotted 10' Specific vendor spaces **cannot** be reserved and space assignments are at the discretion of the committee. Each vendor spot will be numbered and Festival staff will be available to help you find your spot. ***Details on space assignment, vendor unloading and parking will be provided one to two weeks (mid-September) prior to the Fest.*** For planning purposes displays must be set-up each day (Saturday and/or Sunday) in the morning from 6 a.m. to 9 a.m. (depending on your assigned location) and disassembled and removed each evening (Saturday and Sunday) by 5 p.m. There is no electric hook-up available and no generators are allowed, please see application. Remember, space is limited and reservations are taken on a "FIRST RECEIVED" basis.

CANCELLATION: NO REFUNDS WILL BE MADE. NO EXCEPTIONS. If the show has to be cancelled due to unsafe weather conditions or other conditions beyond our control, no refunds will be made. Cancellation of the show is at the sole discretion of the Maritime Committee and such decision will be final. Fees will not be applied to subsequent shows.

PARKING: Unloading and moving your car off Front and Main Streets to a parking lot or side road will be required by 9:30 am. We know this may be inconvenient, but a large turnout is expected. A limited number of spaces are available for parking near the craft fair area. So check in early. Parking is on a first come – first serve basis.

QUESTIONS/COMMENTS: We request that any questions or comments be sent in writing to the Post Office Box or e-mail address listed on the contract. A phone number is only to be used in the event of an emergency and will be given to you the day of the event. Maritime Festival is completely run by volunteers and there is no one to answer phone calls, so please note that if you call, you will be leaving a message and responses will likely be in writing or by email. You will not likely receive a return phone call.

IMPORTANT INFO. All applicants must supply photographs of merchandise to be displayed. All applicants must provide detailed descriptions of merchandise...please see application for further details. New York State requires that we have your Taxpayer ID number on file. East End Seaport Museum and Marine Foundation does not assume responsibility for any lost, stolen or damaged goods. The Maritime Festival Committee reserves the right to ask any vendor who has misrepresented items for sale to leave and forfeit the registration fee. We also ask all vendors to promote the Greenport Maritime Festival in a positive manner; and to work with fellow vendors to provide a positive and enjoyable atmosphere for attendees.

I have read and understand the vendor requirements above. I am aware that failure to abide by these guidelines may result in removal from the Maritime Festival with no refunds.

Signature: _____ Date: _____

—

We appreciate your support...the festival is the major fundraiser for our museum, lighthouse and blacksmith shop. The proceeds support East End Seaport Museum and Marine Foundation's educational activities, scholarships, lectures & repairs from natural weather disasters.

**Thanks again and we're looking forward to your attendance at the
2014 Maritime Festival!**