

# EAST NORTHPORT FESTIVAL • SATURDAY & SUNDAY, SEPT. 6 & 7, 2025 (Rain or Shine)

## INTRODUCTION

### Dear Participating Vendor:

LI Fairs is proud to announce it will be organizing the Street Fair at the 2025 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 10:30 PM. However, vehicles will not be allowed to enter the fair space until 10:30 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](https://www.facebook.com/lifairs) for forecast updates.

## D • VENDOR LAYOUT & POSITIONING

**HOW WE GO ABOUT THIS:** LIFairs 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 our 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 respect 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 FRIDAY, AUGUST 29, 2025.**

Applications received must bear a postmarked dated Aug. 29 or earlier. Applications postmarked later than Aug. 29 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 2025

VENDOR APPLICATION • SATURDAY & SUNDAY, SEPTEMBER 6 & 7, 2025 • Rain or Shine

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

BUSINESS NAME

PHONE NUMBER

ADDRESS

CELL PHONE NUMBER

CITY, STATE, ZIP CODE

EMAIL ADDRESS

CONTACT PERSON (FULL NAME)

REPRESENTATIVE AT SHOW (If Different Than Contact)

CELL PHONE NUMBER

## STEP 2 • VENDOR PRICING (REGISTRATION DEADLINE: AUG. 29, 2025 • Add \$25 for Registrations Postmarked After Aug. 29 )

### ■ 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)

Space is limited. The Chamber places a cap on space availability. 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

■ Please complete the attached VENDOR RELEASE & HOLD HARMLESS Release & Hold Harmless document (page 3 & 4).

■ 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

■ 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**  
**(NO 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:

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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 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: \_\_\_\_\_