

HERITAGE SQUARE MUSEUM 2018 FALL ARTS AND CRAFTS SHOW

SEPTEMBER 29, 2018

GENERAL INFORMATION: Heritage Square Museum invites you to participate in their annual arts and crafts show on Saturday, September 29, 2018 from 9:00 AM to 3:00 PM. The show is part of the annual Fall Arts and Crafts Festival. The Festival draws visitors from the Finger Lakes region and western New York.

Heritage Square Museum is located at 7147 Ontario Center Road, Ontario, NY. Visitors to the Museum can step back into the past and relive a part of mid-19th Century Americana. Placed on the National Register of Historic Places in 1974, the Museum is home to ten historic buildings, with many coming from the local area.

REQUIREMENTS: All arts and crafts must be the original work of the artist or crafter. Vendors interested in selling commercial products, must contact the Show Coordinator and be pre-approved before submitting their application and fee. Priority for indoor spaces will be given to original artists and crafters. All participants are expected to stay within the boundaries of their designated spaces and remain on site until 3:00 PM, rain or shine.

FEES: The application fee is \$30.00. Deadline for applications is September 15, 2018. Application fees are non-refundable. Your space assignment will be confirmed in mid-September

SPACE ALLOCATIONS: There are limited indoor spaces and unlimited outdoor spaces. Spaces are allocated on a first-come basis. Indoor spaces are 8'0" wide and 7'0" deep with one chair provided. There is no clearance between spaces, so it is important you plan your spaces accordingly and not flow into a neighboring space or walkway. Outdoor spaces are 10'0" wide and 10'0" deep with clearance on all sides. Outside you will need to provide your own tent, tables, chairs, etc. Electricity is available inside, but you may need an extension cord depending on your site. There is limited outdoor electricity available.

SET-UP: The day before the show, set-up time is available from 3:00 – 6:00 PM. Indoor areas are secured by a security monitoring system. There is no outdoor security. The day of the show, set-up is between 7:00 – 9:00 AM. Breakdown will not begin until 3:00 PM and must be completed by 4:00 PM.

GUEST SERVICES: There are accessible restrooms on site, one in the barn and two in the train station. Free coffee and pastries will be available for vendors from 7:00 – 9:00 AM. Vendor assistants will be available to assist you throughout the day. Beverages and food will be available for purchase in the barn. There will be helpers to assist unloading cars from 7:00 – 9:00 AM.

SILENT AUCTION: There will be a silent auction. Proceeds from the auction will benefit Heritage Square Museum. If you are interested in donating an item, please indicate your desire to participate on the application form

GROUND RULES: Due to the historic nature of the museum buildings, no smoking is allowed.

DISCLAIMER: The Town of Ontario Historical & Landmark Preservation Society and Heritage Square Museum are not responsible for any loss or damage to your property while on the premises. It is your responsibility to collect and report required New York State and local taxes.

CONTACT INFORMATION:

Judy Lynd, Show Coordinator
51 Brighton Street, Rochester, NY 14607
E-Mail: jslynd@aol.com
585-271-4925 585-683-6829
Heritage Square Museum: 315-524-5356
Website: heritagesquaremuseum.org
Facebook: Town of Ontario Historical Society and Heritage Square Museum@Hojackline 1874

**HERITAGE SQUARE MUSEUM 2018 FALL ARTS AND CRAFTS SHOW
SEPTEMBER 29, 2018
VENDOR APPLICATION**

ENTRANT: NAME _____

ADDRESS _____

CITY/STATE/ZIP CODE _____

PHONE _____

E-MAIL _____

DESCRIPTION OF ART, CRAFT, OR COMMERCIAL PRODUCT: _____

SPACE SIZES: All inside and outside spaces cost \$30.00 each. Select one. Bring your own extension cords if requesting electricity.

Inside 8'0" wide x 7'0" deep Access to electricity: yes no (One chair provided. There is no clearance between spaces, so plan display accordingly.)

Outside 10'0" wide x 10'0" deep, Access to electricity: yes no
(You will need to provide own tent, table, chairs, etc.)

SILENT AUCTION:

I will be donating an item for the silent auction.

I will not be donating an item for the silent auction.

SPECIAL NEEDS: Please specify special needs: _____

PAYMENT:

Payment of \$30.00 per space is due at time of registration. Payment is non-refundable.

Submit application form with \$30.00 payment, **before September 15, 2018**

(made out to Ontario Historical Society)

Mailed to Judy Lynd,

51 Brighton Street

Rochester, NY 14607

before September 15, 2018