

The logo for Lakota's Farm 2024 Vendor Packet is written in a dark red, cursive script. It is set against a background image of a farm with a gazebo and a field. In the top right corner of the background image, there is a circular logo featuring a silhouette of a buffalo on a crescent moon, with a sunburst pattern behind it.

Lakota's Farm 2024 Vendor Packet

We're excited to announce our 2024 festival date!

Buffalo Moon Fall Artisan Market

SEPT. 14TH & SEPT. 15TH, 2024

- Fri: Set-up 10am-6pm
- Sat: 10am-5pm & Sun: 10am-4pm
- Sun Breakdown: 4pm-7pm

WE ARE SEEKING HIGH-QUALITY ARTISANS WITH SPECIALTIES SUCH AS:

- Artists | Crafters & Makers | Farmers Market Vendors
- Herbalists & Aromatherapists | Intuitive Mediums | Wellness Practitioners
- Musicians | Breweries | Distilleries | Wineries | Vegan & Organic Products
 - Handcrafted Jewelry & Pottery
 - Handcrafted, Upcycled & New Clothing
 - Upcycled, Vintage, or Handmade Decor & Furniture

**We also invite highly curated import stores, educational opportunities, and other non-profits.*

SPONSORSHIP & VENDOR OPPORTUNITIES:

Our Buffalo Markets offers vendors the fantastic opportunity to showcase their goods in a highly concentrated and curated market.

Our markets are family-friendly events offering food, live music, children's activities, and more. The Buffalo Markets is a great marketing opportunity for your business to be alongside other like-minded vendors and showcase your brand to over 1,000+ attendees. They also provide exposure and the potential for local press/media who may be in attendance.

Sponsors: Your hyperlinked logo will be placed on the website along with social media announcements of your brand throughout marketing the event up until, during, and after the event.

Booth Descriptions

BOOTH DESCRIPTIONS:

SPONSORS:

We have 2 types of sponsors:

- Donating Sponsor: You qualify as a sponsor by donating products or goods to be distributed at the event. The value of the goods donated determines your sponsorship level.
- Monetary Sponsor: The level of your sponsorship is determined by the cash value of your donation

Additional Sponsor details:

- Do you want to set up a table? There is a link in the application to let us know!
 - Tabling is available for all sponsors and fills up fast and there is limited space; organizations that directly serve the LGBTQIA+ community will be prioritized*
 - *Space provided will be 10x10"
 - Please bring your own tables, chairs, and tents

EDUCATIONAL TABLE:

- Education - Free tabling registration for a nonprofit organization, community group, or educational resources – Submit application form, no fees.

VENDOR TABLE:

- Vendors - Pay for a booth selling jewelry, clothing, or other goods – Submit application form; tabling fees apply



BUFFALO ARTISAN MARKET SPONSORSHIPS AVAILABLE!

SPONSOR LEVEL	GEM \$100	BRONZE \$200	SILVER \$300	GOLD \$550	DIAMOND \$1,000
LOGO ON ALL SOCIAL MEDIA	✓	✓	✓	✓	✓
LOGO ON OUR WEBSITE	✓	✓	✓	✓	✓
LOGO & BRANDING FOR MARKET INCLUDING: GRAPHIC DESIGN CREATION FOR SOCIAL MEDIA POSTS MADE IN CANVA (WITH YOUR APPROVAL)			✓	✓	✓
POSTS MADE ON FB & IG		(1)	(2)	(3)	(5)
LISTED ON 9 REGIONAL CALENDARS REACHING HUDSON VALLEY TO NORTHERN ADIRONDACKS			✓	✓	✓
CAPTION COLLABORATING & HASHTAG RESEARCH			✓	✓	✓
MENTIONS IN ALL PRESS RELEASES & PRINT				✓	✓
VENDOR BOOTH INCLUDED				✓	✓
SHOUT OUTS BY / CHAMBERS SOCIAL MEDIA PLATFORMS				(1)	(2)
(1) PAID EMAIL BLAST THROUGH THE 2 LARGEST CHAMBERS					✓
BANNER MADE WITH YOUR LOGO & DESIGNS, HUNG BY THE ROADSIDE OF THE FARM					✓

LAKOTA'S FARM | CAMBRIDGE, NY | 518.677.3140
WWW.LAKOTAEVENTS.COM

Booth Locations & Pricing Descriptions

**Non-profit, educational, or food vendors are not charged a booth fee.*

**We have space for up to 100 vendor booths.*

Please Note: All booth locations are based on availability.

MAIN BARN!

We are doing things differently this season. We have noticed, and we have listened to your feedback. Previously, we sold vendor locations based on your favorite spots, but we have noticed (especially when vendors don't show up!) that we are left with voids in the floor plan as a broken flow pattern. This season we will take into consideration where you like to be, but we will be FILLING areas first.

MAIN BARN - GROUND LEVEL - COCKTAIL PARLOR:

- \$175. per booth space (spaces vary in size)
- Holds up to 6 booths
- Booth spaces range from 8' wide x 5' deep or 8' x 8' (this is approximate)

MAIN BARN - UPSTAIRS:

- \$175. per booth space (spaces vary in size- due to the existing layout of our historical barn)
- Booths spaces are approximately 10' x 8' deep
- Holds 10 - 14 booths

COVERED PAVILION :

- \$175. per booth space - Booths are 10 x 10
- Covered Pavilion with large metal roofing, a concrete floor, and one solid wall
- Holds up to 10 Booths

TENTING ON LAWN OUTDOORS:

- \$100. - Booths are 10 x 10
- Multiple designated lawn areas throughout the farm

PRIVATE ROOMS INSIDE BARN AVAILABLE:

- \$250. per room. We have 2 beautiful private suites available for rent. Rooms are ground level.
- The rental of these spaces is rented at our discretion. Pricing is based on which room you need.

FOOD TRUCK & CATERING VENDORS:

- \$100. There are many spaces throughout the property for food trucks or food vendors to set up.
- Non-food truck food vendors have the option to rent one of the covered or indoor spaces as well.
- Electricity will not be provided. Generators are permitted if needed.

BOOTH PAYMENT OPTIONS:

Lakota's Farm will accept payments made by Venmo, credit card, or check. (Mastercard, Visa, or Discover).

If choosing to use a credit card, please include your credit card information on your application.

If you are uncomfortable, we can also take it over the phone.

Email Bookkeeping@lakotasfarm.com to request any receipts for any payments made if needed.

***ALL BOOTH VENDOR FEES ARE NON-REFUNDABLE- NO EXCEPTIONS!**

Rules & Guidelines

THE APPLICATION PROCESS: ALL NEW VENDORS MUST BE PRE-APPROVED.

Therefore, to secure a booth at any of Buffalo Markets, we ask that all new vendors fill out our application form. You will need to submit a link to your website and your social media accounts or at least five images of your products or services, If you have any problems or questions, please email us at info@lakotasfarm.com.

Note: Images may be used in advertising for the festival. Printed Photos will NOT be accepted. We will approve your booth based on your proof of product.

BOOTH DETAILS:

1. There is space for approximately 100 booths and classes throughout the farm.
2. There is NO booth fee for non-profits or educational types of services provided.
3. NO, you cannot attend just one day of our Buffalo Market.
4. Participating vendors are required to be present for BOTH Market days.
5. You are required to attend the entire event, from start to finish.
6. We ask that your tents have **no writing** unless you display your business name.
 - a. For example: You are selling jewelry, and your tent says "Budweiser" all over it, we ask that you use a different tent:)
7. Your booth space is not "guaranteed" until your application and payment (Where applicable) have been received.
8. Booth sizes vary based on the location on the farm. They range from 8x8 and up.
9. Booth location requests will be granted based on availability.
10. Booth spaces will be assigned on a first-come, first-serve basis.
11. Double booths are DOUBLE the cost...
12. Lakota's Farm events are RAIN OR SHINE.
13. All Vendor fees are non-refundable.
14. Sharing booths with other dealers or friends will not be permitted.
15. Open flame is NOT permitted in/or around any of our barns or buildings.
16. Battery-operated lights are permitted.
17. Electricity - There is NO electricity. If you need power, you will need to supply your own.
18. QUIET, Generators are permitted. (With the acceptance of food truck vendors)
19. Vendors are RESPONSIBLE FOR BRINGING YOUR OWN TABLES AND TENTS.
20. Lakotas reserves the right to approve or deny any catering company or vendor.
21. Any caterer who has not met our standards and who has not followed these regulations may not be approved and may be denied access to the facilities.
22. The management may, at its own discretion, remove or request to have removed any decoration, tent, lighting, trailer, or vehicle that it deems to be a danger or inappropriate on the property.

FACILITY:

Lakota's Farm is a historic 240-year-old farm set in beautiful Washington County, NY. Once a dairy barn, our main barn has since been converted into an incredible wedding & event space.

Our venue includes the following:

- A commercial parking lot for 130 cars, with overflow parking areas for another 150 vehicles.
- Commercial septic system and multiple bathrooms are on site.
- Our property is ADA Compliant with a handicap ramp accessing the second floor of the barn, as well as ADA-compliant bathrooms located on both floors.

SATURDAY AND SUNDAY EVENT TIMES:

- Saturday, September 14th: 10:00 am-5:00 pm
- Sunday, September 15th: 10:00 am-4:00 pm

SET-UP & BREAKDOWN:

- Friday Set-Up: The day before the event date.
 - Load-in times: 10 am - 6 pm
 - Saturday Set-Up: On the day of the event, vendors may arrive as early as 6:00 am to set up their booth. However, please notify us one day prior to your arrival.

Break-Down: Vendors have up to 3-hours to break down their booths after the event concludes.

FESTIVAL LOCATION, PARKING & LOADING IN:

- The location of the event barn is on the Northside of the property (barn closest to the road). Heading North about 500 ft PAST the farmhouse.
- Upon entering the property, please pull into the long driveway to the right of the barn. There you will find our large parking lot for all of our events.
- A Lakota's staff member will direct you to your designated booth area & your parking area.
- Parking & unloading will be dependent on where your booth is located on the property.
- All vendors must park in the Farm parking lot. We have a designated parking area for all of our vendors, To ensure we do not use up any of our guest parking spots.

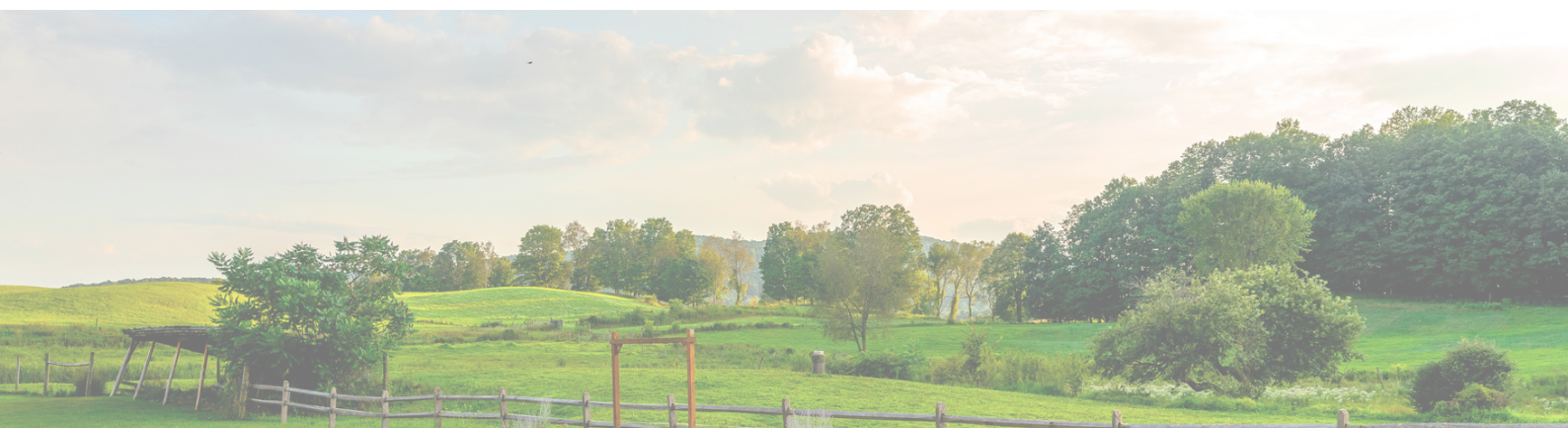
GROUNDS & SAFETY:

We have an abundant amount of lawn space available!

Our team prides itself on creating a safe environment for vendors and guests.

- Trash & Recycling Dumpsters on-site: Our team maintains trash bins and restrooms.
 - Food Vendors must take their food waste/trash with them upon departure.

See "Lakota's Farm Food & Beverage Concessions Requirements" packet for more information.



Vendor Details Cont...

ENTERTAINMENT:

We are always looking for volunteer entertainment at our events. Musicians who are looking for free exposure are encouraged to apply. Please fill out our Performer Application or email info@lakotasfarm.com.

Please include your contact information and a link to your website or Facebook page with availability. All entertainers are welcome to sell their albums.

WELLNESS PRACTITIONERS:

We are seeking Holistic practitioners at ALL of our events. Chair massage is always a big hit! We have outdoor spaces available, and we will still be offering a limited amount of indoor private rooms available for wellness practitioners, for reiki, massage, or other modalities.

CATERERS & FOOD TRUCK VENDORS:

1. Lakota reserves the right to approve or deny any food vendor. Any vendor that does not meet our standards and fails to follow the following regulations will be denied access to the facility.*
2. All food vendors must apply, along with a catering permit and Insurance. Electricity will not be provided. Therefore, generators are required.
3. Food vendors must have their own public liability insurance for the event of at least \$1,000,000 and be presented within 7 days of the event. One-Day insurance is available with carriers.
4. ALL Catering-style VENDORS MUST CARRY LIABILITY UP TO \$1 million in coverage, adding Wedding Barn at Lakota's Farm LLC as an additional insured. All Vendors shall provide a certificate of insurance to the owner no less than 10 days before the event.
5. All food vendors coming onsite must be approved by the Board of Health (BOH) and must meet Health Department Regulations. They also must hold food handling permits and must adhere to all hygiene regulations.
6. Trash: Food Vendors must take their food waste/trash with them upon departure.
7. FOR PURCHASE: Lakota's also has bags of ice for sale

**NOTE: We require recycling at our events. We appreciate your compliance!
Glass bottles, plastic straws, and styrofoam containers are prohibited.**

BREWERY & DISTILLERIES:

- New York State Wine, Beer & Liquor: All NYS Alcohol Vendors must enforce age restrictions regarding sales by the bottle and sampling at markets and festivals. To offer samples, you must have a one-time or annual tasting permit from the State Liquor Authority (SLA). All alcohol vendors also need a Valid NYS Sales Tax Certificate and must submit their brand label for approval (<http://www.sla.ny.gov/brand-labeling-1>).
- To sell by the glass, you'll need an SLA special event permit (<http://sla.ny.gov/online-permit-applications>).
- You would be available to sell or sample with the appropriate permits in place.
- ALCOHOL Consumption of alcoholic beverages by members at the festival is prohibited.

Vendor Terms & Conditions

EXHIBIT STANDARDS:

- We kindly ask that all vendors display their work professionally.
- Tents and display equipment are the vendor's responsibility and must be limited to the assigned space. All materials must be kept within the assigned booth area.
- Vendors must be fully set up prior to the opening time and must remain set up for the entire duration of both festival days and times.
- Vendors are welcome to leave items displayed at their booths each day/night. However, if they choose to do so, all merchandise will be left at their own risk.
- Customer Walkway: It is important to keep ALL WALKWAYS CLEAR of obstructions for customers to move from one vendor to another. This will be enforced.
- Space Restrictions: We ask that you do not encroach on your fellow vendor's booth space.
- We ask that tenting vendors not have writing on their tent unless displaying the business name

DONATIONS:

As our Farm's namesake Lakota and all of the other animals on our farm are rescues. Giving back is at the core of who we are here at Lakota's. Because we love it so much, at each of our events, we are choosing to support local causes that are in need. This year's causes have not yet been decided, but they will be published in each event's Facebook Discussion section once they have been chosen.

VENDOR TERMS & CONDITIONS:

- Vendors are prohibited (unless otherwise authorized): from soliciting unauthorized products or attempting to sell any product or service unless otherwise authorized by Lakota.
- Such as attempts to sell counterfeit goods, illegal, prohibited, or unauthorized goods, including goods bearing trademarks that the Vendors do not have a license to sell;
- Bringing illicit substances or hazardous chemicals into the event, including alcohol, for the purpose of personal consumption is not permitted.
- Buying & selling between vendors before hours is permitted.



CARE OF PROPERTY OUR LEAVE NO TRACE POLICY:

We ask that all parts of the property must be left as found. You must clean up your booth space after the completion of the event. Lakota's farm is not responsible for catering clean-up or vendor clean-up. Lakota's Farm is responsible for the facility and grounds clean-up during and after the event.

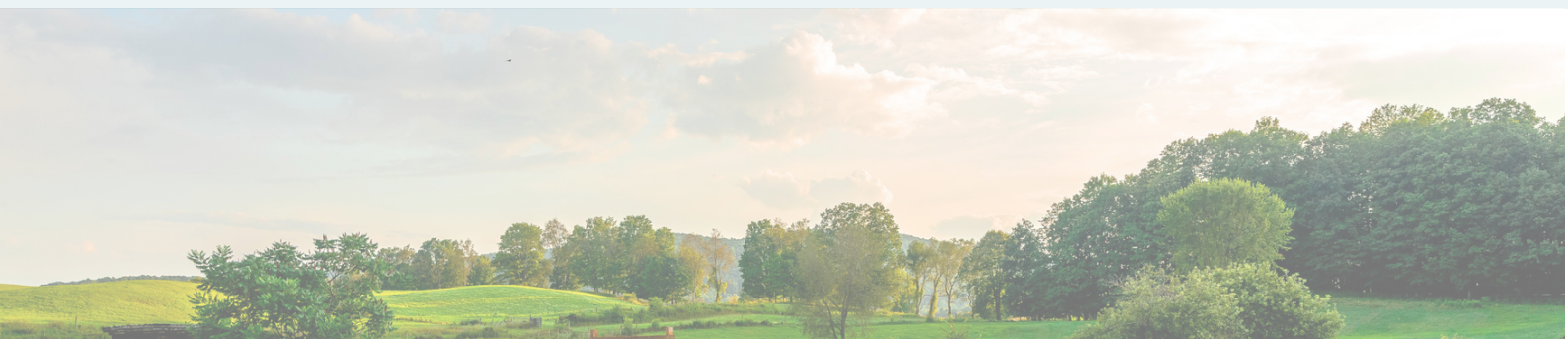
"Treat our farm as if it were your own. Please leave Lakota's Farm just as you found it."

- Any damage to surfaces (grass/ground) from the use of vehicles, cooking, liquids, etc., must be repaired at the expense of the Vendor.
- Smoking is not permitted within the festival. There are, however, designated smoking areas along with the property.
- All vendors are required to fully remove all trash and debris from the property upon leaving. Any Vendor leaving excess trash at the property will be invoiced a \$200 cleaning fee for its removal and will not be asked back to the festival.
- All vendors must take care to prevent injury and property damage. Care must be taken to minimize the risk of damage to the property, especially during load-in and load-out times. Damages must be paid for by the person responsible.
- Any spillages must be reported to a Lakota staff member immediately.

LOSS OF STOLEN OR DAMAGED ITEMS:

- Lakota's Farm is not responsible for expenses arising from any theft and damage to any Vendor's displays, equipment, instruments, goods, and various other props within the confines of the property.
- Lakota's Farm and any Employee of Lakota's will not be liable for any loss or damage to any vehicle, property, goods, death, or injury to any person, however, caused.

Here's to another successful season & We are so excited to be working with you!



AFFIRMATION, INDEMNIFICATION & LIABILITY RELEASE

I hereby affirm that I have been well advised and thoroughly informed of the inherent hazards and policies of the event. I know that by participating in the Buffalo Artisan Markets, I am exposing myself to certain known and unknown liabilities in my direct and indirect actions with the public and invitees of this event. I also understand that if I choose to hire help for the event, I am directly responsible for their actions or injury. I hereby personally assume all risks associated with my voluntary participation in this event for any harm, injury, or damage that may befall me or any employee or temporary help as a result of my participation, whether foreseen or unforeseen.

INDEMNITY: I, the Vendor, releases and indemnifies Lakota's Farm against any claim arising from any; Loss, damage, death, or injury to any property or person in or about the market caused or contributed to by the Vendor or any use of occupation of the Booth by the Vendor; Neglect or default of the Vendor; or any combination of those things.

I agree to indemnify and hold Lakota's Farm LLC., its officers, and agents harmless from and against any and all liability, claims, actions, demands, or losses of any kind and nature that may occur or be claimed with respect to any person or persons, corporation, property or chattels, on or about the Barn Area, or to the property itself resulting from any act done, or omission by or through the Group, its agents, contractors, employees, invitees, or any person on the premises by reason of Group's use or occupancy thereof. These may include but are not limited to accident, injury, or damage to property arising from any act of the Group or Group's guest, whether intentional or negligent, which occurs during use. Group agrees to pay all costs and attorney fees incurred by the Venue and its representatives in defending any such claim or action brought against the Venue and its representatives.

IMPOSSIBILITY:

The performance of this Agreement is subject to termination without liability and refund of all deposits upon the occurrence of any circumstance beyond the control of either party – such as acts of God, war, acts of terrorism, government regulations (including zoning ordinances), disaster, strikes (except those involving the employees or agents of the party seeking the protection of this clause), civil disorder, or curtailment of transportation facilities – to the extent that such circumstance makes it illegal, impractical, or impossible to provide or use the Venue's facilities. The ability to terminate this Agreement without liability pursuant to this provision is conditioned on delivery of a written notice to the other party setting forth the basis for such termination as soon as reasonably practicable - but in no event longer than 10 days - after learning of such basis.

By signing and submitting my application, I automatically agree that I will abide by, and I have read and understand Lakota's terms & conditions.

Lakota's Farm
99 County Route 62. Cambridge, NY
518.677.3140

www.lakotaevents.com