



Downtown Business Council of Chambersburg

159 South Main Street Chambersburg, PA 17201

(717) 261-0072 ChambersburgEvents@outlook.com

OLD MARKET DAY 2019 JULY 20, 2019

NON-PROFIT VENDOR APPLICATION

Questions? Email chambersburgevents@outlook.com or call 717-261-0072

EVENT GUIDELINES

1. **If your group is selling or giving away food items, you may not use this form. Please request an Edible Craft/ Non-Profit Food Vendor application.**
2. To be eligible for a street space in the arts and craft area, items being sold by your group must be quality handmade crafts or original art created by members of the organization renting the space. No antiques, flea market, commercially made, mass-produced, or kit craft items will be accepted. Your booth will be inspected. Vendors who violate this rule will not be permitted to participate in future Downtown Business Council shows.
3. For fundraising/activity space, please describe the fundraiser or the activity (selling raffle tickets, registering voters, etc.). **Absolutely no distribution of any paper item is permitted.**
4. The shows run from 9:00am to 4:00pm. Streets close and set up begins at 6:15am, but you may unload onto the sidewalk only beginning at 5:45am. Volunteers will be stationed throughout the festival area to assist you in locating your space. Vehicles must be off the street by 7:45 am, and you must be ready to "sell" by 8:30am. **Your booth must remain set up until 4:00pm.** When tear-down is complete, you may bring your vehicle into the festival area, only long enough to load and leave. Vehicles will not be admitted before 4:30pm. All spaces must be vacated by 5:30pm.
5. Tables, chairs, and tents/canopies are not provided.
6. Your organization is responsible for leaving the space clean. Trash that is neatly **bagged** and stacked on the curb (no Cardboard) will be collected at 4:45. After trash has been collected, you are responsible for removing items remaining.
7. The organization must have a current, valid Pennsylvania sales tax license, if required, and is responsible for collecting PA sales tax. Visit www.pa100.state.pa.us for information regarding sales tax.
8. If for any reason you are unable to attend after being accepted, you must contact the office so that your space can be filled. Refunds *may* be issued, but a "no call/no show" for either event will jeopardize future participation.
9. Spaces are 20x10 (craft/food) or 10x10 (fundraising efforts/activity table). **Display, inventory and other belongings must fit within your rented booth space. Do not store or display merchandise on sidewalks, streets or in doorways.**
10. Acceptance into these events is not guaranteed from year to year, neither is space assignment. **One space per application.**
11. The committee is not responsible for circumstances beyond its control.
12. Groups who ignore these guidelines will not be accepted to future Downtown Business Council shows.

APPLICATION RULES

1. Incomplete contracts will not be processed. To avoid delays, please provide all information requested.
2. Applicants for street space must submit photos of their craft/food, regardless of prior participation. Your application will no be processed without photos. Please send 4-6 current color photos. Photos will not be returned. Electronic images are not acceptable.
3. All communications (application receipts, acceptance notifications, space assignments and others) will be sent via email unless you enclose self-addressed stamped envelopes.
4. You may apply for both Old Market Day 7/20/19 and AppleFest 10/19/19 with this one application.



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NON-PROFIT VENDOR APPLICATION**

VENDOR FEES: \$100 for street space in the crafters' area; \$45 for fundraising efforts/activity table in non-profit area;

A check or money order for the vendor fee made payable to Downtown Business Council, must accompany this completed, signed contract. **IT IS NOT REFUNDABLE. The event will be held rain or shine.** \$30.00 service charge on returned checks.

Applying for (please circle): BOTH Old Market Day only AppleFest only
Organization Name _____ EIN # _____
Contact Person _____ Phone _____
E-mail _____

Will you bring a canopy/tent? YES (If YES, what size/s? _____) NO

MANDATORY DESCRIPTION

- For a space on the street, list each item that you will be selling and a description of how the item is made. A listing of items without this description is not acceptable. Use the back of this page if needed. Only items handcrafted by members of the organization will be accepted.
- For fundraising/activity tables on the sidewalk, please describe the fundraiser or activity, and the committee will contact you if necessary.

STATEMENT OF WAIVER

I hereby consent to the rules and regulations stated in the contract. By signing this contract, I understand and agree to follow all rules set forth. I certify that, for a street space, all of the items being offered for sale have been handcrafted by members of the organization paying for the space. I also understand that if any items for sale are not handcrafted by said members, removal from the mailing list for future events will result. I do hereby agree to indemnify and hold harmless the Downtown Business Council of Chambersburg, Inc., the Borough of Chambersburg, Greater Chambersburg Chamber of Commerce and their respective officers, agents, members, and employees of any sponsoring organization and underwriters, individually, or collectively, from all fines, penalties, liabilities, losses, claims, damages, and expenses including court costs and attorney's fees incurred or suffered as a result or relating to my participation in the events known as **Old Market Day on Saturday, July 20, 2019 and/or AppleFest on Saturday, October 19, 2019.**

Signature _____
Date _____

APPLICATION CHECKLIST:

- Did you remember to...
- Completely fill out and sign the contract?
 - Include check/money order(s) made payable to **Downtown Business Council**?
 - Include photos?
 - Submit everything to DBC of Chambersburg, 159 S. Main St., Chambersburg, PA 17201