



Downtown Business Council of Chambersburg

159 South Main St Chambersburg PA 17201 717-261-0072

ChambersburgEvents@outlook.com

APPLEFEST 2019 OCTOBER 19, 2019 CRAFT VENDOR CONTRACT

A check or money order made payable to Downtown Business Council must accompany this signed contract.

Entry fees vary based on postmark date: \$100 May or later. \$90 if postmarked by May 1.

. \$30.00 service charge for all returned checks.

EVENT GUIDELINES (Read thoroughly!)

1. Items being sold must be quality crafts or original art and must be made by the individual renting the space. No antiques, flea market, commercially made, mass produced, or kit craft items will be accepted. Your booth will be inspected for compliance by event staff and other participating vendors; violators may be ejected on the spot.

2. *If your craft is edible (mustard, soup mix, baked goods), do not use this form. Please request the "Edible Craft" application.*

3. The festival runs 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. Your vehicle must be off the street by 8am, and your booth must be ready for customers by 8:30am. ALL VENDORS 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.

4. Demonstration of your art/craft is encouraged, as this adds to customer excitement and the overall appeal of the show.

5. Booth spaces are approximately 20ft. long by 10 ft. wide (a parking space), and you may rent a maximum of two spaces. Display, inventory and other belongings may not exceed your rented booth space. **Do not store or display merchandise on sidewalks, streets or in doorways.**

6. Tables and chairs are not provided.

7. Each vendor is responsible for leaving their space clean. Trash that is neatly bagged and stacked on the curb will be collected at 4:45pm. After trash has been collected, you are responsible for removing any remaining items.

8. Each vendor must have a current and valid Pennsylvania sales tax license and is responsible for collecting PA sales tax. Please visit www.pa100.state.pa.us for information regarding sales tax.



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9. The event will be held rain or shine; space fees are non-refundable. If for any reason you are unable to attend after being accepted, contact the office immediately. A "no call/no show" for this event will jeopardize future participation.

10. Acceptance into this event is not guaranteed from year to year, neither is space assignment. Space reservations are on a "first-come, first-served" basis. You will be contacted if your reserved space is no longer available.

11. The committee is not responsible for circumstances beyond its control.

12. Vendors who ignore these guidelines will not be accepted to future Downtown Business Council shows.

APPLICATION REQUIREMENTS

1. Incomplete contracts will not be processed. To avoid delays, please provide all information requested.

2. Please indicate your website or FaceBook information so that we may get pictures of your business for the purpose of promoting those vendors accepted to the show.

3. All communications (application receipts, acceptance notifications, space assignments and photos) will be sent via email unless you enclose self-addressed stamped envelopes.

4. Send up to 6 photos of your craft and your display booth if you are new or have not participated for 3 years.

NEED HELP? Call 717-261-0072 or email ChambersburgEvents@Outlook.com



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CRAFT VENDOR CONTRACT

\$90 if postmarked by May 1, \$100 after May 1

Business Name: _____

Facebook.com/ _____

Contact Person: (first) _____ (last) _____

Email or Address: _____

Phone: _____ PA Sales Tax License # _____

DESCRIPTION OF YOUR CREATIVE PROCESS: Explain how you make each item you plan to sell. All items to be sold must be listed and explained. Do not submit a list of items without descriptions. Use back of sheet

***Will you demonstrate your art or craft? YES NO * Do you need electricity? YES NO**

***Are you a returning Vendor? YES NO Year you were last here _____**

***Size of canopy/tent? _____)**

I want that space! Include \$10 May 1-June 1 to reserve your favorite space Space# _____

Put me near a performance stage: YES PLEASE / No thanks / No Preference

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 all of the items being offered for sale have been handcrafted by me. I also understand that if any items for sale that are not handcrafted by me, I will be removed from the mailing list for future events. I do hereby agree to indemnify and hold harmless the Downtown Business Council of Chambersburg, Inc., the Borough of Chambersburg, the 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 event known as AppleFest 2019 on SATURDAY, October 19, 2019.

Signature _____ Date _____

Did you remember to...

- * Include self-addressed stamped envelope for mail correspondence
- * Completely fill out and sign the contract? **Keep a copy for yourself.**
- * Include a check/money order for entry fees plus (optional) space fee made payable to Downtown Business Council