



Downtown Business Council of Chambersburg
 159 South Main Street Chambersburg, PA 17201
 Call or text: (717) 261- 0072
 ChambersburgEvents@outlook.com
 Old Market Day ~ July 20, 2024 9:00 am ~ 4:00 pm



EDIBLE FOOD VENDOR CONTRACT: This application is for prepackaged food items. Crafted food: Sauces, candy, etc
 Entry fees vary based on postmark date and booth size.

\$10 discount on booth fees when paid by check or money order.



Scan. Pay. Go.

	Before March 31	April 1 – June 30	After July 1
10x20	\$110	\$120	\$150
10x10 (limited)	\$75	\$90	\$150

Please note: Payment to *Downtown Business Council* MUST accompany signed contract. \$30.00 service charge for all returned checks.

ATTENTION: Applications will not be reviewed until payment received.

Contracts can be submitted by email to: chambersburgevents@outlook.com

Check or Money Order can be mailed to 159 South Main St, Chambersburg, PA 17201

Payments can also be made electronically through PayPal

EVENT GUIDELINES Read thoroughly!

- Items & Food being sold must be handmade and prepared by you or your direct employees. Your booth will be inspected for compliance by event staff and other participating vendors; violators may be ejected on the spot.
 - Display, inventory, and other belongings may not exceed your booth space.
 - Each vendor **must** have a current and valid Pennsylvania sales tax license and is responsible for **collecting and remitting PA sales tax**. Please visit <https://www.revenue.pa.gov/TaxTypes/SUT/Pages/default.aspx> for information regarding sales tax.
 - Vendors selling food must obtain the appropriate current license Food Health License from the Borough of Chambersburg health department or PA Department of Agriculture. A Food Health License application needs to be submitted prior to the event to the Borough of Chambersburg. To obtain an application contact Jody Mayer 717-251-2465 or jmayer@chambersburgpa.gov
 - Morning Rolling Inspections:** The street opens for vendors at 6 am. Traffic is still moving on the street downtown until 8 am.
 - Inspections will start a little after 8, you must be ready by no later than 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.
 - Only items included on the submitted application or attached menu can be sold.
 - A "no call/no show" for this event will jeopardize future participation.
 - Acceptance into this event is not guaranteed from year to year, neither is space assignment.
 - Vendors are responsible for ALL trash removal. No exceptions.
- All vendors must be cleaned up no later than 5:30pm.



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APPLICATION REQUIREMENTS:

1. *To avoid delays, please provide all information requested.* Incomplete contracts will jeopardize your placement in the festival and not be processed.
2. **New vendors:** email up to six (6) current color digital photos of your finished product, including at least one of your display and one clear digital photo to be used for social media. We will not return mailed photos.
3. Include a list of the products you will be selling.

For Office Use Only:	
Accepted:	YES NO
Confirm Email:	_____
Booth Space:	_____

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

EDIBLE FOOD VENDOR CONTRACT: Please print clearly.

Business Name: _____

Contact Person: first _____ last _____

Email: _____

Address: _____ state _____ zip _____

Phone: _____ **PA Sales Tax License #** _____

Instagram: _____ **Facebook:** _____

Website: _____

- Are you a returning Vendor? YES NO
- Do you need electricity? YES NO
- Circle booth size request: 10x20 10x10
- Year you were last here _____
- Space Request (we do our best, but assignments may change): _____

10x10 spaces are LIMITED: Please call or text for availability

DESCRIPTION OF PRODUCTS SOLD: *Remember all items need to be handmade by you.* Briefly 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. Continue on back. ***Returning vendors with same product can be very brief

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 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 health care, court costs and attorney's fees incurred or suffered as a result or relating to my participation in the event known as **Old Market Day** on **Saturday July 20, 2024**.

Signature _____ Date _____

For Office Use Only:	
Fee Paid:	_____
Date:	_____
Chk#/Paypal:	_____



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Did you remember to...

- Pictures:**
 - If you do not have social media, please email pictures to ChambersburgEvents@outlook.com we need pictures to promote you on social media and to consider your application.
 - If you have social media, we will need your links to promote.
- Did you completely fill out and sign the contract?**
 - Keep a copy for yourself
 - Email the office when you have mailed your application. This will make us aware to look for it and follow up in case there are any postal concerns.
- Include Payment:**
 - **Check or Money order made out to: Downtown Business Council**
 - Please include event applying for in the Memo line
 - \$30.00 service charge for all returned checks.
 - **Paypal: ChambersburgEvents@outlook.com**
 - **Important:** Please email when you have paid so we can attach your payment to the application.
 - **Applications will not be reviewed until payment is received**

To get your applications to the office:

- EMAIL:**
 - ChambersburgEvents@outlook.com
- POSTED MAIL:**
 - Downtown Business Council, 159 South Main Street, Chambersburg, PA 17201