

Downtown Business Council of Chambersburg
159 South Main Street Chambersburg, PA 17201
(717) 261-0072 ~ chambersburgevents@outlook.com
Old Market Day July 18, 2026 9:00am ~ 4:00pm



NON PROFIT/COMMUNITY PARTNER CONTRACT



VENDOR FEES: \$35 10x10 in non-profit area
\$50 10x10 on Main Street (MUST have handmade goods)

<- Apply and pay online at [Eventeny.com](https://www.eventeny.com) with QR Code

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

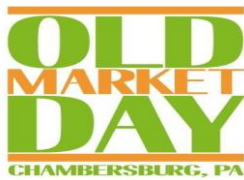
Contracts can be submitted online with card payment at:

PDF Apps can be emailed to: chambersburgevents@outlook.com

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

EVENT GUIDELINES

1. 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.
2. For fundraising/activity space, please describe the fundraiser or the activity (selling raffle tickets, registering voters, etc.). You may have informational brochures on your table for patrons to take of their own choosing, but no mass distribution of paper materials (ie canvassing) is permitted.
3. **The shows run from 9:00am to 4:00pm.**
 - a. 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 8am, and you must be ready to "sell" by 8:30am.
4. **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 4:30 pm. All spaces must be vacated by 5:30pm.
5. Vendors are responsible for ALL trash removal. No exceptions. All vendors must be cleaned up no later than 5:30pm.
6. The organization must have a current, valid Pennsylvania sales tax license, if required, and is responsible for collecting PA sales tax.
 - a. Visit www.pa100.state.pa.us for information regarding sales tax.
7. If for any reason you are unable to attend after being accepted, you must contact the office so that your space can be filled.
8. Spaces are 10x10, but you may purchase up to 2 spaces for a total of 10x20.
 - a. **Display, inventory and other belongings must fit within your rented booth space.**
 - b. **Do not store or display merchandise on sidewalks, streets or in doorways.**
 - c. **Please note:** Tables, chairs, and tents/canopies are not provided.
9. Acceptance into these events is not guaranteed from year to year, neither is space assignment.
10. Groups who ignore these guidelines will not be accepted to future Downtown Business Council shows.



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Application Reminders:

1. Incomplete contracts will not be processed.
2. Please email 4-6 digital photos of your items/booth via email for jurying and advertising purposes
3. If you have questions or need help, please call/text 717-261-0072 or email ChambersburgEvents@outlook.com

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

NON PROFIT/COMMUNITY PARTNER CONTRACT: Please Print Clearly

Organization Name _____ **PA sales tax or EIN #** _____

Contact Person _____ **Phone** _____

E-mail _____

Will you demonstrate your art or craft? YES NO Not applicable

Will you bring a canopy/tent? YES NO **Size of Tent:** _____

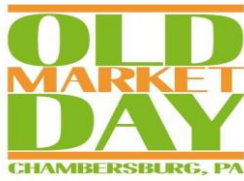
MANDATORY DESCRIPTION

- 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 event known as **Old Market Day on Saturday, July 18, 2026.**

Signature _____ **Date** _____

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



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Did you remember to...

- Pictures:**
 - Please email pictures to ChambersburgEvents@outlook.com
 - If you have social media, please share your pages so we can use them to promote your business.
- Did you completely fill out and sign the contract?**
 - Keep a copy for yourself
 - Email the office when you have mailed your application if submitting by posted mail. This will make us aware to look for it and follow up in case there are any postal concerns.
- Include Payment:**



Scan. Pay. Go.

- **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**
 - Please include your business name and the event you are applying for in the memo of your Paypal payment
- **Cash or Card**
 - Card payments can be made over the phone or in person during office hours:
 - Tuesday, Wednesday, and Friday 9am-2pm

To get your applications to the office:

- ONLINE APPLICATION (Preferred Method):**
 - <https://www.eventeny.com/events/old-market-day-2026-28487/>
- EMAIL:**
 - ChambersburgEvents@outlook.com
- POSTED MAIL:**
 - Downtown Business Council, 159 South Main Street, Chambersburg, PA 17201