



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 19, 2025 9:00 am ~ 4:00 pm



Scan. Pay. Go.

EDIBLE CRAFT VENDOR CONTRACT:

This application is for prepackaged food items: 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.

	Before March 31	April 1 – June 30	After July 1
10x20	\$110	\$125	\$150
10x10	\$75	\$90	\$150

Payment to **Downtown Business Council** MUST accompany signed contract.

\$30.00 service charge for all returned checks.

Applications will not be reviewed until payment is 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!

1. 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.
2. Display, inventory, and other belongings may not exceed your rented booth space.
 - a. Please note, you may be required to obtain a permit from the Pennsylvania Municipal Code Agency (PMCA) if your booth is a single structure over 200 sq feet in size.
3. Each vendor **must** have a current and valid Pennsylvania sales tax license if applicable, 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.
4. 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
5. The street opens for vendors at 6 am. Traffic is still moving on the street downtown until 8 am.
 - a. **Health Inspections will start a little after 8, you must be ready by no later than 9**
6. 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.
7. Only items included on the submitted application or attached menu can be sold.
8. A “no call/no show” for this event will jeopardize future participation.
9. Acceptance into this event is not guaranteed from year to year, neither is space assignment.
10. **Vendors are responsible for ALL trash removal. No exceptions.**
11. All vendors must be cleaned up no later than 5:30pm.



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APPLICATION REQUIREMENTS:

1. Incomplete contracts will not be processed.
2. Please include 4-6 photos of your booth and items for jurying and advertising purposes. These may be submitted digitally.
3. Include a list of the products you will be selling.
4. If you need help or have questions, please call/text 717-261-0072 or email chambersburgevents@outlook.com

For Office Use Only:

Accepted: YES NO

Confirm Email: _____

Booth Space: _____

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
 - If Yes: 110 220 Other
- **Circle booth size request:** 10x20 10x10
- **Year you were last here** _____
- **Space Request (we do our best, but assignments may change):** _____

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 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 19, 2025**.

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. This will make us aware to look for it and follow up in case there are any postal concerns.
- ☐ **Make sure you have the right food permits and licenses?**
 - Contact Jody Mayer at the Borough of Chambersburg
 - jmayer@chambersburgpa.gov
- ☐ **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
 - 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
 - **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