



Downtown Business Council of Chambersburg  
159 South Main St Chambersburg PA 17201  
ChambersburgEvents@outlook.com

## AppleFest 2019 Saturday, October 19 9 am – 4 pm

### EDIBLE CRAFT/ Non-Profit FOOD 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 and vendor type. \$30 service charge for all returned checks.

|                 |   |
|-----------------|---|
| Edible Craft    | \$125 postmarked after May 1; \$110 postmarked by May 1 |
| Non-Profit Food | \$90 postmarked after May 1; \$75 postmarked by May 1   |

### EVENT GUIDELINES FOR VENDORS SELLING/SERVING FOOD

1. The show 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. Vehicles must be off the street by 8am; booths must be ready for inspection 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 but *only long enough to load and leave*. Vehicles will not be admitted before 4:30pm. All spaces must be vacated by 5:30pm.
2. Spaces are approximately 20 feet wide by 10 feet deep. If your set-up cannot fit within those dimensions, please rent an additional space. Display, inventory and other belongings may not exceed your rented booth space. Do not store or display food items on sidewalks, streets or in doorways.
3. Each vendor is responsible for leaving their space clean. **ALL TRASH MUST BE BAGGED; NO BOXES! DO NOT LEAVE CARDBOARD!** Trash will be collected at 4:45pm. Afterwards, you are responsible for removing remaining items. *Do not deposit ice, cooking oil, grease, ashes, charcoal, etc. in parking spaces, shrubbery areas or down the storm drains.*
4. A sign listing your menu items and their prices must be visible to customers. Only items listed on your original application/contract may be sold.
5. 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, you must contact the office so that your space can be filled. Refunds *may* be issued, but a “no call/no show” for this event will jeopardize future participation.
6. Acceptance into DBC events is not guaranteed from year to year, neither is space assignment.
7. 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](http://www.pa100.state.pa.us) for information regarding sales tax.
8. The committee recommends that individual vendors have liability insurance, as the sponsoring organizations will not be held responsible for any loss or injury that may occur to participants.
9. The committee is not responsible for circumstances beyond its control.
10. Vendors who ignore these guidelines will not be accepted to future Downtown Business Council shows.

### APPLICATION RULES

1. Incomplete contracts will not be considered. Please provide all information requested.
2. Vendors selling food must obtain a special event license from the local health department (application included). Return this entire festival application along with your ServSafe certificate and two checks (vendor fees payable to DBC and food license fee of \$50 payable to PMCA – Pennsylvania Municipal Code Alliance). Your license will be mailed to you prior to the event.
3. Submit up to six (6) current color photos of your booth and food. Also send one clear digital image (to be used for Facebook promotion of the event) to ChambersburgEvents@Outlook.com.
4. **Include a self-addressed stamped envelope for your temporary food license.** All other communications (application receipts, acceptance notifications, space assignments and others) will be sent via email unless you enclose additional self-addressed stamped envelopes.



Downtown Business Council of Chambersburg  
 159 South Main St Chambersburg PA 17201  
 ChambersburgEvents@outlook.com

**AppleFest 2019 Saturday, October 19 9 am – 4 pm**  
**EDIBLE CRAFT/ Non-Profit FOOD VENDOR CONTRACT**

|   |   |
|---|---|
| Business Name: _____                          | <b>OFFICE USE ONLY</b><br>Recvd: _____<br>Check info: _____<br>Acptd? _____<br>Committee Notes: |
| Facebook.com/ _____                           |   |
| Contact Person: _ (last) _____ (first) _____  |   |
| Email: _____                                  |   |
| PA Sales Tax License # (or EIN for NPs) _____ |   |
| Phone: _____                                  |   |

**MENU--List all items you will sell at the event, with prices.** Use back of this page if necessary:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I need electric hook-up:  yes  no

Tent Size: \_\_\_\_\_ **Please sketch your set-up with opening(s) on the back of this page, and include a photo of your set-up.**

I want that space! (Include \$10 May 2- July1) to reserve your favorite space: \_\_\_\_\_

Space Preference (no charge): Put me near a performance stage: YES PLEASE / No thanks / No Preference

**Statement of Waiver:**

I hereby consent to the rules and regulations stated in the contract. Through signing this contract, I verify that I both understand, and agree to follow all the rules set forth. I certify that all of the items being offered for sale have been homemade/prepared by me or my immediate employees. I also understand that if I am discovered selling food items that are not prepared by me, I will, as a result, not be invited to participate in 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 to be held on SATURDAY, October 19, 2019.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Application Checklist Did you remember to...

- Completely fill out and sign the festival contract, including the special event license on pages 3-7?
- Include a check/money order for your vendor space/s, made payable to **Downtown Business Council (DBC)?**
- Include ServSafe Certificate and check/money order for \$50 *per booth*, payable to **PA Municipal Code Alliance**
- Include up to six color photos of your set-up? Provide website or a digital photo for promotional purposes?
- Include a self-addressed, stamped envelope for your food license** and a legibly written email address for all other festival communications, including application receipt and space assignment?

**Questions? Call 717-261-0072 or email chambersburgevents@outlook.com**