



Downtown Business Council of Chambersburg  
159 South Main Street Chambersburg, PA 17201  
(717) 261-0072 ~ chambersburgevents@outlook.com  
**APPLEFEST**

**October 15, 2022 9:00 am – 4:00 pm**



**Scan. Pay. Go.**

## **EDIBLE FOOD VENDOR CONTRACT**

Entry fees vary based on postmark date:

**\$100 by March 31**

**\$120 April 1-Sept 30**

**\$150 October 1-10**

A check or money order made payable to: **Downtown Business Council** MUST accompany this signed contract \$30.00 service charge for all returned checks.

Payment can also be sent electronically through PayPal. Please include an additional \$3.50 convenience fee. Email your contract to [ChambersburgEvents@outlook.com](mailto:ChambersburgEvents@outlook.com) once your payment is processed.

### **EVENT GUIDELINES Read thoroughly!**

**We will be following State Mandates as they apply at the time of the festival.**

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. Booth spaces are approximately 20 ft. wide by 10 ft. deep (a parking space). Display, inventory, and other belongings may not exceed your rented booth space. Do not store or display merchandise on sidewalks, streets or in doorways.
3. 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.pa100.state.pa.us/> 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](mailto:jmayer@chambersburgpa.gov)
5. **Morning Rolling Inspections:** The street opens for vendors at 6 am. Traffic is still moving on the street downtown until 8 am.
  - a. **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. Vendors are responsible for ALL trash removal. No exemptions.
8. Only items included on the submitted application or attached menu can be sold.

### **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:** Please 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.
3. **Returning Vendors:** Please email one clear digital photo to be used for social media.
4. **In one email:** Please send a list of the products you will be selling & one clear digital photo to be used for social media promotion of the event to [ChambersburgEvents@Outlook.com](mailto:ChambersburgEvents@Outlook.com). All communications will be sent via email unless you enclose self-addressed stamped envelopes. We will not return photos.

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



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**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
- Size of canopy/tent? \_\_\_\_\_
- \*Will you demonstrate your art or craft? YES NO
- Year you were last here \_\_\_\_\_
- Space Request: \_\_\_\_\_

**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

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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 health care, court costs and attorney’s fees incurred or suffered as a result or relating to my participation in the event known as **AppleFest 2022 on SATURDAY, October 15, 2022.**

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

**Did you remember to...**

- email pictures to [ChambersburgEvents@outlook.com](mailto:ChambersburgEvents@outlook.com)
- Completely fill out and sign the contract?
  - Keep a copy for yourself. Send this page.
- Include a check, money order or processed PayPal payment to:
  - Downtown Business Council
- Include a self-addressed stamped envelope if you would like to correspond via USPS communication.

**MAIL TO: Downtown Business Council, 159 South Main Street, Chambersburg, PA 17201**