



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.

## FOOD VENDOR CONTRACT

Entry fees vary based on postmark date:

**\$245 by August 1**

**\$270 by September 1**

**\$295 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 \$5.00 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. Booth spaces are approximately 20 ft. wide by 20 ft. deep (2 parking spaces). Food truck locations are located around Memorial square in the center of the festival. Seating and tables will be located there too. Display, inventory and other belongings may not exceed your rented booth space. Do not store or display merchandise on sidewalks, streets or in doorways.
2. 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.
3. Vendors selling food must obtain the appropriate Food Health Licenses from the Borough of Chambersburg health department or have a current PA State Health License Questions? Please contact 717-251-2465 or [jmayer@chambersburgpa.gov](mailto:jmayer@chambersburgpa.gov)
4. The street opens for vendors at 6 am. Traffic is still moving on the street downtown until 8 am. **You are expected to be ready to be inspected by 9 am.**
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, contact the office immediately.
  - a. A "no call/no show" for this event will jeopardize future participation.
6. Acceptance into this event is not guaranteed from year to year, neither is space assignment.
7. Please send at least one clear digital photo to be used for social media promotion of the event to [ChambersburgEvents@Outlook.com](mailto:ChambersburgEvents@Outlook.com)
8. All vendors must be cleaned up no later than 5:30pm.
9. Vendors are responsible for ALL trash removal. No exemptions.
10. Only items included on the submitted application or attached menu can be sold.

## APPLICATION RULES

- To avoid delays, please provide all information requested.
- Incomplete contracts will jeopardize your placement in the festival.
- All communications (application receipts, acceptance notifications, space assignments and others) will be sent via email unless you enclose self-addressed stamped envelopes. We will not return photos.

**Return this entire festival application along with your ServSafe certificate and vendor fees payable to Downtown Business Council via email or mail.**



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**Food Vendor Contract: PLEASE PRINT CLEARLY**

1. Incomplete contracts will not be considered. Please provide all information requested.
2. Vendors selling food must obtain the appropriate license from the Borough of Chambersburg.
3. **Return this entire festival application along with your ServSafe certificate.**
4. Please send one clear digital image (to be used for social media promotion of the event) to ChambersburgEvents@Outlook.com.
5. All communications (application receipts, acceptance notifications, space assignments and others) will be sent via email unless you enclose additional self-addressed stamped envelopes.

**Business Name:** \_\_\_\_\_

**Contact Person:** first \_\_\_\_\_ last \_\_\_\_\_

**Email:** \_\_\_\_\_ **PA Sales Tax License #** \_\_\_\_\_

**Address:** \_\_\_\_\_ **state** \_\_\_\_\_ **zip** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Website** \_\_\_\_\_

**Instagram** \_\_\_\_\_ **Facebook** \_\_\_\_\_

- Do you need electricity? YES NO \*110\_\_\_\_ 220\_\_\_\_
- Will you bring a generator? YES NO
- Are you a returning Vendor? YES NO If YES, Space Request: \_\_\_\_\_
- Extension cords must be in good working order and not older than 5 years old
- Do you have a Truck, Trailer or Tent? \_\_\_\_\_
- What is the size of your Truck, Trailer or Tent? \_\_\_\_\_

**DESCRIPTION OF PRODUCTS SOLD:** *please list the items that you will be selling or attach your menu. Items that are not listed or on your menu should be sold. Use the back if necessary.*

\_\_\_\_\_  
 \_\_\_\_\_

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 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, Oct 15, 2022.**

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

**Did you remember to...**

- \* **Completely fill out and sign the contract?**
- \* **Include a check/money order for entry fees made payable to Downtown Business Council or pay via PayPal.**
- \* **EMAIL to chambersburgevents@outlook.com: Photos of your set up & your menu with prices pdf, word or pic**