



Downtown Business Council of Chambersburg
159 South Main Street Chambersburg, PA 17201
(717) 261-0072 ~ chambersburgevents@outlook.com
OLD MARKET DAY
JULY 16, 2022 9:00 am – 4:00 pm



Scan. Pay. Go.

CRAFT VENDOR CONTRACT

Entry fees vary based on postmark date:

\$100 by March 31

\$120 April 1-June 30

\$150 July 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 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 being sold must be quality crafts or original art & must be made by the individual renting the space. No antiques, flea market, commercially made, mass produced, or kit craft items will be accepted. Your booth will be inspected for compliance by event staff & other participating vendors; violators may be ejected on the spot.
2. If your craft is edible (mustard, soup mix, baked goods), **do not use this form**. Please request the **edible craft application**.
3. 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.
4. Do not store or display merchandise on sidewalks, streets or in doorways.
5. Each vendor **must** have a current and valid Pennsylvania sales tax license and is responsible for **collecting and remitting PA sales tax**.
6. Please visit <https://www.pa100.state.pa.us/> for information regarding sales tax.
7. 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.
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 exemptions.
11. All vendors must be cleaned up no later than 5:30pm.

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 only:** Submit up to six (6) current color digital photos of your process and finished product, including at least one of your display and one clear digital photo to be used for social media to ChambersburgEvents@Outlook.com
3. **Returning Vendors Only:** Please send one clear digital photo to be used for social media promotion of the event to ChambersburgEvents@Outlook.com
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. 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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CRAFT 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 handcrafted 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

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 **Old Market Day 2022 on SATURDAY, July 16, 2022.**

Signature _____ Date _____

- Did you remember to...**
- email pictures to 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