



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 18, 2026 9:00 am ~ 4:00 pm



**FOOD VENDOR CONTRACT:** preparing food at the event  
 Entry fees vary based on postmark date:

|                |       |
|----------------|-------|
| Before March 1 | \$255 |
| Before July 1  | \$280 |
| After July 1   | \$325 |

**<- Apply and pay online at Eventeny.com with QR Code**

**Please note:** Payment to the **Downtown Business Council** MUST accompany this contract.  
 \$30.00 service charge for all returned checks.

**ATTENTION:** Applications will not be reviewed until payment is received.

**Contracts can be submitted by email to:** [chambersburgevents@outlook.com](mailto:chambersburgevents@outlook.com)  
**Check or Money Order can be mailed to** 159 South Main St, Chambersburg, PA 17201

**EVENT GUIDELINES (Read thoroughly!):**

- **Placement in the festival will be based on the size/direction of your setup, electrical needs, and the date of your submission.**
- 1. Booth spaces are approximately 400 sq ft. (roughly 2 parking spaces).
  - a. If your setup requires more than this allotted amount of space, you will be charged for the appropriate number of spaces needed to accommodate your entire setup.
- 2. Display, equipment, and other belongings may not exceed your rented space.
  - a. Please note, you may be required to obtain a permit from the Pennsylvania Municipal Code Agency (PMCA) if your booth is a tent over 200 sq feet in size.
- 3. Do not store equipment or displays on sidewalks and walkways.
- 4. 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/> for information regarding sales tax.
- 5. Vendors selling food must obtain the appropriate Food Health License from the Borough of Chambersburg health department or PA Department of Agriculture.  
 contact Irene Sosa 717-251-2465 or [isosa@chambersburgpa.gov](mailto:isosa@chambersburgpa.gov)
- 6. 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**
- 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. A "no call/no show" for this event will jeopardize future participation.
- 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. NO WATER HOOKUPS ARE AVAILABLE!**
- 11. Electricity availability is limited based on wattage needed and location of the transformer.
- 12. Vendors are responsible for **ALL trash removal** and must be cleaned up no later than 5:30pm.



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**APPLICATION REQUIREMENTS**

- Incomplete contracts will not be processed.
- Please email 4-6 digital photos of your truck and menu items for jurying and advertising purposes.
- Include your menu items
- If you need help or have questions, please call/text 717-261-0072 or email chambersburgevents@outlook.com

|  |
|--|
| For Office Use Only:<br>Accepted: YES NO<br>Confirm Email: _____<br>Booth Space: _____ |
|--|

**FOOD VENDOR CONTRACT: Please print clearly**

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

**Contact Person:** First \_\_\_\_\_ Last \_\_\_\_\_

**Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

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

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

**Electricity is limited for some specialized plugs. Please consider bringing a generator to ensure that you have the electricity that you need.**

- **Are you a returning Vendor?** YES NO
- **Will you need electricity?** YES NO
- **Will you bring a generator?** YES NO
- **Circle:** TRUCK TRAILER TENT
- **Service Side:** DRIVER PASSENGER BACK
- **Size of your vehicle/tent** (please include hitch/yoke) \_\_\_\_\_
- **Year you were last here** \_\_\_\_\_
- \_\_\_\_\_ 110 \_\_\_\_\_ 220 \_\_\_\_\_ Other (specify)
- **Space Request** \_\_\_\_\_

**MENU ITEMS (You may attach your menu for convenience):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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 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 **Old Market Day 2025** on **Saturday July 18, 2026**.

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

|  |
|--|
| For Office Use Only:<br>Fee Paid: _____<br>Date: _____<br>Chk#/Paypal: _____ |
|--|



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### Did you remember to...

- Pictures:**
  - Please email pictures to [ChambersburgEvents@outlook.com](mailto: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 if submitting by posted mail. This will make us aware to look for it and follow up in case there are any postal concerns.

- Include Payment:**



Scan. Pay. Go.

- **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](mailto: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

### To get your applications to the office:

- ONLINE APPLICATION (Preferred Method):**
  - <https://www.eventeny.com/events/old-market-day-2026-28487/>
- EMAIL:**
  - ChambersburgEvents@outlook.com
- POSTED MAIL:**
  - Downtown Business Council, 159 South Main Street, Chambersburg, PA 17201