



**Downtown Business Council of Chambersburg**  
159 South Main Street Chambersburg, PA 17201  
(717) 261-0072 ~ [chambersburgevents@outlook.com](mailto:chambersburgevents@outlook.com)  
AppleFest – October 18, 2025 9:00am ~ 4:00pm



## **NON PROFIT/COMMUNITY PARTNER CONTRACT**



**Scan. Pay. Go.**

**VENDOR FEES:** \$100 for street space in the crafters' area  
\$45 for fundraising/activity table in non-profit area

**\$10 discount on booth fees when paid by check or money order.**

**Please note:** Payment to **Downtown Business Council** MUST accompany application.

\$30.00 service charge for all returned checks.

**Applications will not be accepted 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

**Payments can also be made electronically through PayPal**

## **EVENT GUIDELINES**

**1. If your group is selling food items, please use an Edible Craft Vendor application.**

2. To be eligible for a street space in the arts and craft area, items being sold by your group must be quality handmade crafts or original art created by members of the organization renting the space. No antiques, flea market, commercially made, mass-produced, or kit craft items will be accepted. Your booth will be inspected. Vendors who violate this rule will not be permitted to participate in future Downtown Business Council shows.
3. For fundraising/activity space, please describe the fundraiser or the activity (selling raffle tickets, registering voters, etc.). You may have informational brochures on your table for patrons to take of their own choosing, but no mass distribution of paper materials (ie canvassing) is permitted.
4. **The shows run from 9:00am to 4:00pm.**
  - a. 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, and you must be ready to "sell" by 8:30am.
5. **Your booth must remain set up until 4:00pm.** When tear-down is complete, you may bring your vehicle into the festival area, only long enough to load and leave. Vehicles will not be admitted before 4:30 pm. All spaces must be vacated by 5:30pm.
6. Vendors are responsible for ALL trash removal. No exceptions. All vendors must be cleaned up no later than 5:30pm.
7. The organization must have a current, valid Pennsylvania sales tax license, if required, and is responsible for collecting PA sales tax.
  - a. Visit [www.pa100.state.pa.us](http://www.pa100.state.pa.us) for information regarding sales tax.
8. If for any reason you are unable to attend after being accepted, you must contact the office so that your space can be filled.
9. Spaces are 20x10 (craft/food) or 10x10 (fundraising efforts/activity table).
  - a. **Display, inventory and other belongings must fit within your rented booth space.**
  - b. **Do not store or display merchandise on sidewalks, streets or in doorways.**
  - c. **Please note:** Tables, chairs, and tents/canopies are not provided.
10. Acceptance into these events is not guaranteed from year to year, neither is space assignment.
11. **One space per application.**
12. Groups who ignore these guidelines will not be accepted to future Downtown Business Council shows.



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**Application Reminders:**

1. Incomplete contracts will not be processed.
2. Please send 4-6 photos of your items/booth for jurying and advertising purposes
3. If you have questions or need help, please call/text 717-261-0072 or email [ChambersburgEvents@outlook.com](mailto:ChambersburgEvents@outlook.com)

<b>For Office Use Only:</b>	
Accepted:	YES    NO
Confirm Email:	_____
Booth Space:	_____

**NON PROFIT/COMMUNITY PARTNER CONTRACT: Please Print Clearly**

**Organization Name** \_\_\_\_\_ **PA sales tax or EIN #** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Phone** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Will you demonstrate your art or craft?**    ☐ YES    ☐ NO    ☐ Not applicable

**Will you bring a canopy/tent?**    ☐ YES    ☐ NO    **Size of Tent:** \_\_\_\_\_

**MANDATORY DESCRIPTION**

- For a space on the street, list each item that you will be selling and a description of how the item is made. A listing of items without this description is not acceptable. Use the back of this page if needed. Only items handcrafted by members of the organization will be accepted.
- For fundraising/activity tables on the sidewalk, please describe the fundraiser or activity, and the committee will contact you if necessary.

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**STATEMENT OF WAIVER:** 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, for a street space, all of the items being offered for sale have been handcrafted by members of the organization paying for the space. I also understand that if any items for sale are not handcrafted by said members, removal from the mailing list for future events will result. I do hereby agree to indemnify and hold harmless the Downtown Business Council of Chambersburg, Inc., the Borough of Chambersburg, 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 on Saturday, October 18, 2025.**

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

<b>For Office Use Only:</b>
Fee Paid: _____
Date: _____
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:**
  - **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
  - **Applications will not be reviewed until payment is received**

### To get your applications to the office:

- ☐ **EMAIL:**
  - [ChambersburgEvents@outlook.com](mailto:ChambersburgEvents@outlook.com)
- ☐ **POSTED MAIL:**
  - Downtown Business Council, 159 South Main Street, Chambersburg, PA 17201