



**APPLEFEST OCTOBER 16, 2021**

**9:00 am – 4:00 pm**

**EDIBLECRAFT VENDOR CONTRACT**



**Entry fees vary based on postmark date:**

**\$100 by March 31    \$120 April 1-September 30**

**\$150 October 1-10**

**FESTIVAL GUIDELINES Read thoroughly!**

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

**All vendors must wear masks**

**Event staff and volunteers will be required to wear masks**

Edible crafts are made off site and sold pre-packaged

Booth locations will be scattered throughout festival

1. Items being sold must be handmade quality foods & must be made by the individual or direct employee of the person renting the space. No commercially made, mass produced, or purchased food items will be accepted. No explicit language, imagery or references to illegal drugs. Your booth will be inspected for compliance by event staff & other participating vendors; violators may be ejected on the spot.

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 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)**

4. Individual vendors must carry comprehensive general liability insurance and be able to provide a certificate of insurance upon request. The sponsoring organizations will not be held responsible for any loss or injury that may occur to participants and is not responsible for circumstances beyond its control.

5. The event will be held rain or shine; space fees are non-refundable. Cancellations must be submitted in writing and received no more than 30 days prior to the event. A \$25 handling fee will be subtracted from your refund. No refunds will be issued after the 30 day deadline. A "no call/no show" for this event will jeopardize future participation.

6. Submission of an application does not guarantee acceptance. Acceptance into this event is not guaranteed from year to year, neither is space assignment.



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### **ADDITIONAL EVENT INFORMATION:**

Absolutely no commercial vendors are permitted except DBC members and event sponsors. We expect to return to street festival this year but are prepared for a parking lot lay out if needed.

**SCHEDULE:** The show runs from 9:00 am to 4:00 pm.

Volunteers will be stationed throughout the festival area to assist you in locating your space.

5:45 am Vendors may unload onto the *sidewalk only* beginning at 5:45 am

6:00 am Street opens for vendor vehicles

6:30 am Streets close to traffic and set up begins.

7:30 am Streets close to vendor vehicles towing vehicles must be off the streets

Jersey barriers placed

8:00 am **rolling inspections begin by the Borough of Chambersburg**

Sidewalks **MUST** be clear

9:00 am Festival officially begins

4:00 pm Booth must remain set up!

4:01 pm Tear-down to *sidewalk only* no vehicles permitted at this time

Jersey barrier removal begins

4:30 pm towing vehicles will be admitted to the street.

*When tear-down is complete, get a vehicle pass from your block captain.*

You may bring your towing vehicle into the festival area but only long enough to load and leave.

5:30pm All spaces must be vacated! Streets open for normal traffic

**SPACES:** 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/food/supplies on sidewalks, streets or in doorways.

If your set up cannot fit within those dimensions please rent an additional space.

Tents larger than 10'x10' are required to get a permit with PMCA

<https://pacodealliance.com/Permit-Applications>

Please contact them for more information.

We will contact you in the week before the festival with your space assignment and parking location. Space assignments are not guaranteed but we do our best to put you in the space you request.

**TRASH:** You are responsible for leaving their space clean.

Dumpsters will be located on each block.

Please take your trash with you or place in dumpster.

**ALL TRASH MUST BE BAGGED; NO BOXES!**

Take all cardboard with you! *Do not deposit ice, etc. in parking spaces, shrubbery areas or down the storm drains.* You will be permanently banned from any further event within the Borough of Chambersburg

**NEED HELP? Call 717-261-0072 or email** ChambersburgEvents@Outlook.com  
Downtown Business Council of Chambersburg 159 South Main Street Chambersburg, PA 17201

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### 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.

5. **Social Media: Tell us your story!**

In 2-3 sentences let us know how you would like us to describe your business or products include any hashtags you would like us to use.

Please include links to our facebook pages Downtown Business Council of Chambersburg and Applefest pages so we are sure to see posts we should share.

If you provide your social media links to Instagram and Facebook we will like/follow/share your business.

- Completely* fill out and sign the contract return this page with payment
- email pictures to ChambersburgEvents@Outlook.com  
Be sure to include your business name and contact info in email.
- Obtain appropriate Health License with the Borough of Chambersburg**
- Check or money order made payable to **Downtown Business Council**  
**\$100 by March 31   \$120 April 1-September 30   \$150 October 1-10**  
\$30.00 service charge for all returned checks.

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

*\* ONLY include self- addressed stamped envelope if you prefer mail correspondence*

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Date rec'd
Check #
Amount
Acc'pt

PLEASE PRINT CLEARLY

RETURN THIS PAGE WITH PAYMENT

Business Name:

Contact Person: first last

Email:

Address:

city state zip

Phone: cell home

PA Sales Tax License #

Instagram

Facebook

Website

\*Are you a returning Vendor? YES NO Year you were last here

\*Do you need electricity? YES NO 110 220 \*LIMITED SPACES &

LOCATIONS\*

\*Size of canopy/tent? \*see tent restrictions on pg 2

DESCRIPTION OF PRODUCTS SOLD: Remember all items need to be handcrafted by you or your direct employees. Briefly explain how you make each item you plan to sell. All items to be sold must be listed and explained. \*\*\*Returning vendors with same product can be very brief. Continue on back.

Blank lines for product description

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 understand that if any items for sale that are not handcrafted by me, I may be removed from the festival and future events if I am found to be selling non-compliant items and/or items not handcrafted myself. 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 2021 on SATURDAY, October 16, 2021.

Signature Date

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