



APPLEFEST OCTOBER 16, 2021

9:00 am – 4:00 pm

Non-Profit Group Application



VENDOR FEES: \$50 for table in non-profit area

A check or money order for the vendor fee made payable to Downtown Business Council, must accompany this completed, signed contract. **IT IS NOT REFUNDABLE. The event will be held rain or shine.** \$30.00 service charge on returned checks.

EVENT GUIDELINES

1. **If your group is selling or giving away food items, you may not use this form. Please request an Edible Craft/Non-Profit Food Vendor application.**
2. If your group is selling arts or crafts, made by the organization, you may not use this form. Please request a Non-Profit Crafters application.
3. **You are allowed ONE 10 X 10 space.** Display and all belongings must fit within your space. Nothing can be stored or placed on the sidewalks, street or doorways.
4. Proof of current non-profit status is required.
5. **No distribution of any item is permitted.** You may have items at your table for people to take, but you are not allowed to hand it out or wander through the festival handing items out.
6. No amplification devices (bullhorns, microphones, etc.)
7. Please describe what you are planning to do in your space. Example, have information about our non-profit available.

Provide details: _____

8. The show runs from 9am-4pm. Streets close and set up begins at 6:15, but you may unload onto the sidewalk area starting at 5:45. Volunteers will be stationed throughout the festival to assist you in locating your space. Vehicles must be off the street by 8am. Your booth must remain open until 4:00pm. When your tear down is complete, you may bring your vehicle back to load and leave. All spaces must be vacated by 5:30.
9. Tables, chairs and tents are not provided.
10. Your organization is responsible for leaving the space clean. **Trash that is neatly bagged and stacked on the curb will be collected at 4:45. After that time, all trash must be taken with you for disposal.**
11. If for any reason you are unable to attend after being accepted, you must contact the office so that your space can be filled. Refunds may be issued, but only if notified 7 days prior to the event. A no show/no call will jeopardize future participation in our festivals.
12. Acceptance into the festivals is not guaranteed from year to year-we only have a limited number of non-profit spaces available. Space assignment/location will be considered, but not guaranteed.
13. The committee is not responsible for things they cannot control (weather/pandemic, etc).
14. We will follow the current CDC guidelines.
15. Please be respectful of the surrounding vendors.
16. Groups that do not follow these guidelines will not be accepted into future Downtown Business Council events.

APPLICATION RULES

1. Incomplete contracts will not be processed. To avoid delays, please provide all information requested.
2. All communications (application receipts, acceptance notifications, space assignments and others) will be sent via email unless you enclose self-addressed stamped envelopes.



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Organization Name: _____

EIN # or Proof non-profit status: _____ Website: _____

Contact Person _____ Phone _____

E-mail: _____

Will you bring a canopy/tent? YES (If YES, what size/s? _____) NO

MANDATORY DESCRIPTION

Send photo of your booth set-up and a logo for marketing purposes. Tell us about your mission:

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 events known as **AppleFest on Saturday, October 16, 2021**

Signature _____ **Date** _____

APPLICATION CHECKLIST:

Did you remember to...

- Completely fill out and sign the contract?
- Include check/money order(s) made payable to **Downtown Business Council**?
- Submit everything to DBC of Chambersburg, 159 S. Main St., Chambersburg, PA 17201

Questions? Email chambersburgevents@outlook.com or call 717-261-0072