



Downtown Business Council of Chambersburg  
 159 South Main Street Chambersburg, PA 17201  
 Call or text: (717) 261- 0072  
 ChambersburgEvents@outlook.com  
 AppleFest ~ Oct 19, 2024 9:00 am ~ 4:00 pm



**CRAFT VENDOR CONTRACT**

Entry fees vary based on postmark date and booth size/location:

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



Scan. Pay. Go.

	Before May 31	June1 – Sept 30	After Oct 1
10x20	\$110	\$120	\$150
10x10 (limited)	\$75	\$90	\$150

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

**ATTENTION:** Applications will not be reviewed until payment 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: Please read thoroughly!**

- 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 for the main festival route. Your booth will be inspected for compliance by event staff & other participating vendors; violators may be ejected on the spot.
- If your craft is edible (mustard, soup mix, baked goods), **do not use this form.** Please use the **edible craft** application, located at [www.discoverchambersburg.com](http://www.discoverchambersburg.com)
- Display, inventory, and other belongings may not exceed your rented booth space.
- Do not store or display merchandise on sidewalks, streets or in doorways.
- 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.revenue.pa.gov/TaxTypes/SUT/Pages/default.aspx> for information regarding sales tax.
- 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.
- Acceptance into this event is not guaranteed from year to year, neither is space assignment.
- Vendors are responsible for ALL trash removal. No exceptions.
- All vendors must be cleaned up no later than 5:30pm.



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**APPLICATION REQUIREMENTS:**

1. Incomplete contracts will not be processed.
2. **New vendors:** email up to six (6) current color digital photos of your finished product, including at least one of your display and one clear digital photo to be used for social media. We will not return mailed photos.
3. Include a list of the products you will be selling.

For Office Use Only: Accepted: YES NO Confirm Email: _____ Booth Space: _____
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**NEED HELP? Call 717-261-0072 or email ChambersburgEvents@outlook.com**

**CRAFT VENDOR CONTRACT: Please print clearly**

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

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

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

Street & city: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

Instagram: \_\_\_\_\_ Facebook: \_\_\_\_\_

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

- Are you a returning Vendor? YES NO
- Do you need electricity? YES NO
- Circle booth size request: 10x20 10x10
- \*Will you demonstrate your art or craft? YES NO
- Year you were last here \_\_\_\_\_
- Space Request (we do our best, but assignments may change): \_\_\_\_\_

**10x10 are limited: please call or text for availability**

**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 brief

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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 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 **AppleFest on Sat, Oct 19, 2024.**

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

For Office Use Only: Fee Paid: _____ Date: _____ Chk#/Paypal: _____
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### Did you remember to...

- Pictures:**
  - If you do not have social media, please email pictures to [ChambersburgEvents@outlook.com](mailto:ChambersburgEvents@outlook.com) we need pictures to promote you on social media and to consider your application.
  - If you have social media, we will need your links to promote.
- Did you completely fill out and sign the contract?**
  - Keep a copy for yourself
  - Email the office when you have mailed your application. 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)**
    - **Important:** Please email when you have paid so we can attach your payment to the application.
  - **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:**

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