



**Downtown Business Council of Chambersburg**  
159 South Main Street Chambersburg, PA 17201  
(717) 261-0072 chambersburgevents@outlook.com  
**APPLEFEST OCTOBER 17, 2020 9:00 am – 4:00 pm**

**EDIBLE CRAFT VENDOR  
NON-PROFIT EDIBLE CRAFT VENDOR CONTRACT**

Entry fees vary based on postmark date:

**\$110 by May 1      \$120 May 2-September 30      \$150 October 1-10**

\*\*\*\*All inspection fees included\*\*\*\*.

**EVENT GUIDELINES (Read thoroughly!)**

1. Items & Food being sold must be handmade and prepared by you or your direct employees. Your booth will be inspected for compliance by event staff and other participating vendors; violators may be ejected on the spot.
2. 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 on sidewalks, streets or in doorways.
3. 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.
4. Vendors selling food must obtain the appropriate current license Food Health License from the Borough of Chambersburg health department, PA State Health License or other appropriate municipality. **Questions?** Please contact Jody Mayer 717-251-2465 or [jmayer@chambersburgpa.gov](mailto:jmayer@chambersburgpa.gov)
5. **Morning Rolling Inspections:** The street opens for vendors at 6 am  
Traffic is still moving on the street downtown until 8 am  
**Rolling Inspections will start a little after 8, you must be ready by no later than 9**
6. 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.*
7. Acceptance into this event is not guaranteed from year to year, neither is space assignment.
8. **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](mailto:ChambersburgEvents@Outlook.com)

**NEED HELP? Call 717-261-0072 or email ChambersburgEvents@Outlook.com**

**Return this application along with a copy of your ServSafe certificate (if required) and appropriate vendor fees based on postmark date--check or money order payable to Downtown Business Council MUST accompany this signed contract**

*\$30.00 service charge for all returned checks*

*To avoid delays, please provide all information requested.*

Incomplete contracts will jeopardize your placement in the festival.

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

**Contact Person:** first \_\_\_\_\_ last \_\_\_\_\_

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

**Address:** \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_

**Phone:** \_\_\_\_\_

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

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

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

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

**\*Are you a non-profit? YES NO**

**\*Do you need electricity? YES NO**

**\*Size of canopy/tent?** \_\_\_\_\_

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 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 court costs and attorney's fees incurred or suffered as a result or relating to my participation in the event known as APPLEFEST 2020 on SATURDAY, OCTOBER 17, 2020.

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

**Did you remember to...email pictures to [ChambersburgEvents@Outlook.com](mailto:ChambersburgEvents@Outlook.com)**

**\* Completely fill out and sign the contract? Keep a copy for yourself.**

**\* Include Serve Safe certificate**

**\* Obtain appropriate Health License (Chambersburg, PA, or other)**

**\* Include a check or money order made payable to:**

**Downtown Business Council**

**MAIL TO: Downtown Business Council of Chambersburg**

**159 South Main Street**

**Chambersburg, PA 17201**

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

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