



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

CRAFT VENDOR CONTRACT

Entry fees vary based on postmark date:

\$90 by September 2 \$100 September 3- 30 \$130 October 1-10

A check or money order made payable to: **Downtown Business Council**

EVENT GUIDELINES Changes for Applefest 2020 (Read thoroughly!)

We will be following State Mandates

All vendors must wear masks and keep distant when possible.

We will be asking all visitors to wear masks.

All craft vendors will be in parking lots in the downtown, and will have an additional parking space between you and the next vendor.

The street will not be closed as in past years.

1. 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. Your booth will be inspected for compliance by event staff & other participating vendors; violators may be ejected on the spot.

2. If your craft is edible (mustard, soup mix, baked goods), **do not use this form.** Please request the **edible craft** application.

3. 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.

4. 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.

5. 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.*

6. Acceptance into this event is not guaranteed from year to year, neither is space assignment.

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. All communications (application receipts, acceptance notifications, space assignments and others) will be sent via email unless you enclose self-addressed stamped envelopes. We will not return photos.



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

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 _____

*Do you need electricity? YES NO

*Size of canopy/tent? _____

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.
 Returning vendors with same product can be very brief

Continue on the back

***Will you demonstrate your art or craft? YES NO**

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 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 2020 on SATURDAY, October 17, 2020.

Signature _____ Date _____

Did you remember to...email pictures to ChambersburgEvents@Outlook.com

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

* Include a check or money order made payable to:

Downtown Business Council

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

MAIL TO: Downtown Business Council of Chambersburg
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