



Downtown Business Council of Chambersburg
159 South Main Street Chambersburg, PA 17201
(717) 261-0072 ~ chambersburgevents@outlook.com



Non Profit Group Application for:
Old Market Day, July 16, 2022 AppleFest, October 15, 2022



Scan. Pay. Go.

VENDOR FEES: \$100 for street space in the crafters' area
 \$45 for fundraising efforts/activity 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.
FEES ARE NOT REFUNDABLE. The event will be held rain or shine. \$30.00 service charge on returned checks.
 Payment can also be sent electronically through PayPal. Please include an additional \$3.50 convenience fee. Email your contract to chambersburgevents@outlook.com once your payment is processed.

EVENT GUIDELINES

1. **If your group is selling or giving away food items, do not use this form. Please request an Edible Craft/ Non-Profit Food Vendor application.**
2. To be eligible for a street space in the arts and craft area, items being sold by your group must be quality handmade crafts or original art created by members of the organization renting the space. No antiques, flea market, commercially made, mass-produced, or kit craft items will be accepted. Your booth will be inspected. Vendors who violate this rule will not be permitted to participate in future Downtown Business Council shows.
3. For fundraising/activity space, please describe the fundraiser or the activity (selling raffle tickets, registering voters, etc.). **Absolutely no distribution of any paper item is permitted.**
4. **The shows run from 9:00am to 4:00pm.**
 - a. Streets close and set up begins at 6:15am, but you may unload onto the sidewalk only beginning at 5:45am. Volunteers will be stationed throughout the festival area to assist you in locating your space. Vehicles must be off the street by 8am, and you must be ready to "sell" by 8:30am.
5. **Your booth must remain set up until 4:00pm.** When tear-down is complete, you may bring your vehicle into the festival area, only long enough to load and leave. Vehicles will not be admitted before 4:30 pm. All spaces must be vacated by 5:30pm.
6. Vendors are responsible for ALL trash removal. No exemptions. All vendors must be cleaned up no later than 5:30pm.
7. The organization must have a current, valid Pennsylvania sales tax license, if required, and is responsible for collecting PA sales tax.
 - a. Visit www.pa100.state.pa.us for information regarding sales tax.
8. If for any reason you are unable to attend after being accepted, you must contact the office so that your space can be filled.
9. Spaces are 20x10 (craft/food) or 10x10 (fundraising efforts/activity table).
 - a. **Display, inventory and other belongings must fit within your rented booth space.**
 - b. **Do not store or display merchandise on sidewalks, streets or in doorways.**
 - c. **Please note:** Tables, chairs, and tents/canopies are not provided.
10. Acceptance into these events is not guaranteed from year to year, neither is space assignment. **One space per application.**
11. The committee is not responsible for circumstances beyond its control.
12. Groups who ignore these guidelines will not be accepted to future Downtown Business Council shows.

APPLICATION RULES



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1. Incomplete contracts will not be processed. To avoid delays, please provide all information requested.
2. Applicants for street space must submit photos of their craft/food, regardless of prior participation. Your application will no be processed without photos. Please send 4-6 current color photos. Photos will not be returned. Electronic images are not acceptable.
3. All communications (application receipts, acceptance notifications, space assignments and others) will be sent via email unless you enclose self-addressed stamped envelopes.
4. You may apply for both Old Market Day 7/16/22 and AppleFest 10/15/22 with this one application.

Applying for (please circle): BOTH Old Market Day only AppleFest only

Organization Name _____ PA sales tax or EIN # _____

Contact Person _____ Phone _____

E-mail _____

Will you demonstrate your art or craft? YES NO Not applicable

Will you bring a canopy/tent? YES NO Size of Tent: _____

MANDATORY DESCRIPTION

- For a space on the street, list each item that you will be selling and a description of how the item is made. A listing of items without this description is not acceptable. Use the back of this page if needed. Only items handcrafted by members of the organization will be accepted.
- For fundraising/activity tables on the sidewalk, please describe the fundraiser or activity, and the committee will contact you if necessary.

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 **Old Market Day on Saturday, July 16, 2022 and/or AppleFest on Saturday, October 15, 2022.**

Signature _____ Date _____

Did you remember to...

- email pictures to ChambersburgEvents@outlook.com
- Completely fill out and sign the contract?
 - **Keep a copy for yourself.** Send this page.
- Include a check, money order or processed PayPal payment to:
 - **Downtown Business Council**
- **Include a self-addressed stamped envelope if you would like to correspond via USPS communication.**

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