



**Downtown Business Council of Chambersburg**  
159 South Main Street Chambersburg, PA 17201  
(717) 261-0072 chambersburgevents@outlook.com  
**OLD MARKET DAY JULY 18, 2020 9:00 am – 4:00 pm**

A check or money order made payable to:

**Downtown Business Council** must accompany this signed contract.

**Entry fees vary based on postmark date:**

\$90 by April 1, 2020      \$100 April 2-June 30, 2020      \$130 July 1-10, 2020  
\$30.00 service charge for all returned checks.

**EVENT GUIDELINES (Read thoroughly!)**

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](mailto: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](mailto: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.

NEED HELP? Call 717-261-0072 or email [ChambersburgEvents@Outlook.com](mailto:ChambersburgEvents@Outlook.com)



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**CRAFT VENDOR CONTRACT      PLEASE PRINT CLEARLY**

**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

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**\*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 court costs and attorney's fees incurred or suffered as a result or relating to my participation in the event known as **Old Market Day 2020 on SATURDAY, July 18, 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 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**

**159 South Main Street**

**Chambersburg, PA 17201**