



**OLD MARKET DAY JULY 17, 2021**

**9:00 am – 4:00 pm**

**CRAFT VENDOR CONTRACT**



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

**\$100 by March 31     \$120 April 1-June 30     \$150 July 1-10**

**FESTIVAL GUIDELINES Read thoroughly!**

**We will be following State Mandates as they apply at the time of the festival**

**All vendors must wear masks**

**Event staff and volunteers will be required to wear masks**

**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. No explicit language, imagery or references to illegal drugs. 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 download the edible craft application as there are different requirements.

**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 [www.pa100.state.pa.us/](http://www.pa100.state.pa.us/) for information regarding sales tax.

**4.** Individual vendors must carry comprehensive general liability insurance and be able to provide certificate of insurance upon request. The sponsoring organizations will not be held responsible for any loss or injury that may occur to participants and is not responsible for circumstances beyond its control.

**5.** The event will be held rain or shine; space fees are non-refundable. Cancellations must be submitted in writing and received no more than 30 days prior to the event. A \$25 handling fee will be subtracted from your refund. No refunds will be issued after the 30 day deadline. A *"no call/no show"* for this event will jeopardize future participation.

**6.** Submission of an application does not guarantee acceptance. Acceptance into this event is not guaranteed from year to year, neither is space assignment.



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## 9:00 am – 4:00 pm

### CRAFT VENDOR CONTRACT

Date rec'd _____
Check # _____
Amount _____
Accepted Rejected
Space _____

#### **ADDITIONAL EVENT INFORMATION:**

Absolutely no commercial vendors are permitted except DBC members and event sponsors.

We expect to return to street festival this year but are prepared for a parking lot lay out if needed.

**SCHEDULE:** The show runs from 9:00am to 4:00 pm.

Volunteers will be stationed throughout the festival area to assist you in locating your space.

5:45 am Vendors may unload onto the *sidewalk only* beginning at 5:45 am

6:25 am Streets close and set up begins.

7:45 Towing vehicles must be off the streets

8:30 am booths must be ready for inspection and to sell!

Sidewalks MUST be clear.

9:00 am Festival officially begins

4:00 pm Booth must remain set up!

4:01 pm Tear-down to *sidewalk only* no vehicles permitted at this time

4:30 pm Towing vehicles will be admitted to the street.

*When tear-down is complete, get a vehicle pass from your block captain.*

You may bring your towing vehicle into the festival area but only long enough to load and leave.

5:30 pm All spaces must be vacated!

**SPACES:** 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. If your set up cannot fit within those dimensions please rent an additional space. Tents larger than 10'x10' are required to get a permit with PMCA <https://pacodealliance.com/Permit-Applications>. Please contact them for more information.

We will contact you in the week before the festival with your space assignment and parking location. Space assignments are not guaranteed but we do our best to put you in the space you request.

**TRASH:** You are responsible for leaving their space clean. Dumpsters will be located on each block. Please take your trash with you or place in dumpster. ALL TRASH MUST BE BAGGED; NO BOXES! Take all cardboard with you!

#### **APPLICATION REQUIREMENTS:**

Absolutely no commercial vendors are permitted except DBC members and event sponsors.

We expect to return to street festival this year but are prepared for a parking lot lay out if needed.

**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. 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) .

All communications will be sent via email unless you enclose self-addressed stamped envelopes.

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

**Downtown Business Council of Chambersburg 159 South Main Street Chambersburg, PA 17201**



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### CRAFT VENDOR CONTRACT

Date rec'd _____
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PLEASE PRINT CLEARLY

RETURN THIS PAGE WITH PAYMENT

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

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

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

**Address:** \_\_\_\_\_ city \_\_\_\_\_ 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? \_\_\_\_\_ \*see tent restrictions on pg 2**

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

**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 very brief

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 understand that if any items for sale that are not handcrafted by me, I may be removed from the festival and future events if I am found to be selling non-compliant items and/or items not handcrafted myself. 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

**Old Market Day 2021 on SATURDAY, July 17, 2021.**

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

- Completely fill out and sign the contract
- email pictures to [ChambersburgEvents@Outlook.com](mailto:ChambersburgEvents@Outlook.com)  
Be sure to include your business name and contact info in email.
- Check or money order made payable to **DOWNTOWN BUSINESS COUNCIL**  
**\$100 by March 31      \$120 April 1-June 30      \$150 July 1-10**  
\$30.00 service charge for all returned checks.

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

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

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

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