



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

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

Entry fees vary based on postmark date:

\$110 by May 1 \$120 May 2-June 30 \$150 July 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
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

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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**EDIBLE CRAFT VENDOR
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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 OLD MARKET DAY 2020 on SATURDAY, July 18, 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 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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