



Downtown Business Council of Chambersburg  
 159 South Main Street Chambersburg, PA 17201  
 Call or text: (717) 261-0072  
[ChambersburgEvents@outlook.com](mailto:ChambersburgEvents@outlook.com)



Old Market Day ~ July 20, 2024 9:00 am – 4:00 pm

**FOOD VENDOR CONTRACT:** preparing food at the event  
**Entry fees vary based on postmark date:**

**\$10 discount on booth fees when paid by check or money order.**

Before March 1	\$255
Before July 1	\$280
After July 1	\$305



Scan. Pay. Go.

**Please note:** Payment to the **Downtown Business Council**  
 MUST accompany this contract.  
 \$30.00 service charge for all returned checks.

**ATTENTION:** Applications will not be reviewed until payment received.

**Contracts can be submitted by email to:** [chambersburgevents@outlook.com](mailto:chambersburgevents@outlook.com)  
**Check or Money Order can be mailed to** 159 South Main St, Chambersburg, PA 17201  
**Payments can also be made electronically through PayPal**

**EVENT GUIDELINES (Read thoroughly!):**

- **Placement in the festival will be based on the size of your setup, electrical needs, and the date of your submission.**
  - **We do our best to accommodate space requests where possible.**
1. Booth spaces are approximately 400 sq ft. (20x20 for tents or 40x10 for trailers/trucks).
    - a. If your setup requires more than this allotted amount of space, you will be charged for the appropriate number of spaces needed to accommodate your entire setup.
  2. Display, equipment, and other belongings may not exceed your rented space.
  3. Do not store equipment or displays on sidewalks and walkways.
  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.revenue.pa.gov/TaxTypes/SUT/Pages/default.aspx> for information regarding sales tax.
  5. Vendors selling food must obtain the appropriate Food Health Licenses from the Borough of Chambersburg health department or have a current PA State Health License Questions? Please contact 717-251-2465 or [jmayer@chambersburgpa.gov](mailto:jmayer@chambersburgpa.gov)
  6. The street opens for vendors at 6 am. Traffic is still moving on the street downtown until 8 am. You are expected to be ready to be inspected by 9 am.
  7. 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. A "no call/no show" for this event will jeopardize future participation.
  8. Acceptance into this event is not guaranteed from year to year, neither is space assignment.
  9. Please send at least one clear digital photo to be used for social media promotion of the event to [ChambersburgEvents@Outlook.com](mailto:ChambersburgEvents@Outlook.com)
  10. All vendors must be cleaned up no later than 5:30pm.
  11. Vendors are responsible for ALL trash removal. No exceptions.
  12. Only items included on the submitted application or attached menu can be sold.



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For Office Use Only:	
Accepted: YES	NO
Confirm Email: _____	
Booth Space: _____	

**APPLICATION REQUIREMENTS**

- Incomplete contracts will not be processed.

**Return completed application along with your ServSafe certificate and vendor fees.**

**Food Vendor Contract: PLEASE PRINT CLEARLY**

1. Incomplete contracts will not be considered. Please provide all information requested.
2. Vendors selling food must obtain the appropriate licenses from the Borough of Chambersburg.
3. **Return this entire festival application along with your ServSafe certificate.**
4. Please send one clear digital image (to be used for social media promotion of the event)
5. All Extension cords used must be in safe working order and no older than 5 years.
6. All communications (application receipts, acceptance notifications, space assignments and others) will be sent via email

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

**Contact Person:** First \_\_\_\_\_ Last \_\_\_\_\_

**Email:** \_\_\_\_\_ **PA Sales Tax License #** \_\_\_\_\_

**Address:** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Website** \_\_\_\_\_

**Instagram** \_\_\_\_\_ **Facebook** \_\_\_\_\_

**Electricity is limited for some specialized plugs. You may need to consider bringing a generator to ensure that you have the electricity that you need.**

- Do you need electricity? YES NO \_\_\_\_\_ 110 \_\_\_\_\_ 220 \_\_\_\_\_ Other (specify)
- Will you bring a generator? YES NO
- Are you a returning Vendor? YES NO
- If YES, Space Request (spaces are adjusted based on size and needs of the event): \_\_\_\_\_
- Do you have a Truck, Trailer or Tent? \_\_\_\_\_
- What side do you serve to (for trucks/trailers)? DRIVER SIDE PASSENGER SIDE BACK
- What is the size of your Truck, Trailer or Tent? Be sure to include the length hitch/yoke in this measurement. \_\_\_\_\_

**DESCRIPTION OF PRODUCTS SOLD:** Please attach your menu.

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 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 2024** on **Saturday July 20, 2024.**

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

For Office Use Only:	
Fee Paid: _____	
Date: _____	
Chk#/Paypal: _____	



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### Did you remember to...

- Pictures:**
  - If you do not have social media, please email pictures to [ChambersburgEvents@outlook.com](mailto:ChambersburgEvents@outlook.com) we need pictures to promote you on social media and to consider your application.
  - If you have social media, we will need your links to promote.
- Did you completely fill out and sign the contract?**
  - Keep a copy for yourself
  - Email the office when you have mailed your application. This will make us aware to look for it and follow up in case there are any postal concerns.
- Include Payment:**
  - **Check or Money order made out to: Downtown Business Council**
    - Please include event applying for in the Memo line
    - *\$30.00 service charge for all returned checks.*
  - **Paypal: [ChambersburgEvents@outlook.com](mailto:ChambersburgEvents@outlook.com)**
    - **Important:** Please email when you have paid so we can attach your payment to the application.
  - **Applications will not be reviewed until payment is received**

### To get your applications to the office:

- EMAIL:**
  - [ChambersburgEvents@outlook.com](mailto:ChambersburgEvents@outlook.com)
- POSTED MAIL:**
  - Downtown Business Council, 159 South Main Street, Chambersburg, PA 17201