



OLD MARKET DAY JULY 17, 2021

9:00 am – 4:00 pm

FOOD VENDOR CONTRACT



Entry fees vary based on postmark date:

FOOD COURT on the SQUARE *spaces are limited
\$300 by March 31 \$350 April 1- May 31

FOOD COURTS NORTH & SOUTH *spaces are limited
\$225 by March 31 \$250 April 1- June 30
\$300 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. New for 2021: Food truck locations

Main: Around Memorial square in the center of the festival.

North and South: On the ends of the Festival

2. 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/ for information regarding sales tax.

3. **Vendors selling food must obtain the appropriate current license Food Health License from the Borough of Chambersburg health department or PA Department of Agriculture. A Food Health License application needs to be submitted prior to the event to the Borough of Chambersburg. To obtain an application contact Jody Mayer 717-251-2465 or jmayer@chambersburgpa.gov**

4. Individual vendors must have liability insurance, as the sponsoring organizations will not be held responsible for any loss or injury that may occur to participants. The committee 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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ADDITIONAL EVENT INFORMATION:

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 9:00 am 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

6:00 am Street opens for vendor vehicles

6:30 am Streets close to traffic and set up begins.

7:30 am Streets close to vendor vehicles towing vehicles must be off the streets

Jersey barriers placed

8:00 am **rolling inspections begin by the Borough of Chambersburg**

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

Jersey barrier removal begins

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.

5:30pm All spaces must be vacated! Streets open for normal traffic

SPACES: Booth spaces are approximately 20 ft. wide by 20 ft. deep (2 parking space).

Display, inventory and other belongings may not exceed your rented booth space.

Do not store or display merchandise/food/supplies 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!

YOU MUST TAKE ALL OIL WITH YOU

Take all cardboard with you!

Do not deposit ice, cooking oil, grease, ashes, charcoal, etc. in parking spaces, shrubbery areas or down the storm drains. You will be permanently banned from any further event within the Borough of Chambersburg

NEED HELP? Call 717-261-0072 or email ChambersburgEvents@Outlook.com

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



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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

3. **Returning Vendors Only:** Please send one clear digital photo to be used for social media promotion of the event to 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. All communications will be sent via email unless you enclose self-addressed stamped envelopes. We will not return photos.

5. **Social Media: Tell us your story!**

In 2-3 sentences let us know how you would like us to describe your business or products include any hashtags you would like us to use.

Please include links to our facebook pages Downtown Business Council of Chambersburg and Applefest or Old Market Day pages so we are sure to see posts we should share.

If you provide your social media links to Instagram and Facebook we will like/follow/share your business.

- Completely* fill out and sign the contract return this page with payment
- email pictures to ChambersburgEvents@Outlook.com
Be sure to include your business name and contact info in email.
- Obtain appropriate Health License with the Borough of Chambersburg**
- Check or money order made payable to "**Downtown Business Council**"
- FOOD COURT on the SQUARE**
\$300 by March 31 \$350 April 1- August 31
- FOOD COURTS NORTH & SOUTH**
\$225 by March 31 \$250 April 1- June 30 \$300 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*

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

PLEASE PRINT CLEARLY

RETURN THIS PAGE WITH PAYMENT

Business Name: _____

Contact Person: first _____ last _____

Email: _____

Address: _____

city _____ **state** _____ **zip** _____

Phone: cell _____ home _____

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 110 220 *LIMITED SPACES & LOCATIONS

***Will you bring a generator? YES NO**

***Circle one: Truck Trailer Tent**

***Size?** _____ *see tent restrictions on pg 2

***Which side of your booth do you serve on** _____ *please send picture of your setup*

MENU & PRICES: *List all items you will sell at the event, with prices on back or separate page
If you have any significant changes to your menu contact us*

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 _____

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