



Downtown Business Council of Chambersburg
 159 South Main Street Chambersburg, PA 17201
 Call or text: (717) 261- 0072
 ChambersburgEvents@outlook.com
 AppleFest ~ October 18th, 2025 9:00 am ~ 4:00 pm



Scan. Pay. Go.

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 June 1	\$255
Before Oct 1	\$280
After Oct 1	\$325

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 is received.

Contracts can be submitted by email to: 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/direction of your setup, electrical needs, and the date of your submission.**
- 1. Booth spaces are approximately 400 sq ft. (roughly 2 parking spaces).
 - 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.
 - a. Please note, you may be required to obtain a permit from the Pennsylvania Municipal Code Agency (PMCA) if your booth is a tent over 200 sq feet in size.
- 3. Do not store equipment or displays on sidewalks and walkways.
- 4. Each vendor **must** have a current and valid Pennsylvania sales tax license if applicable, and is responsible for **collecting and remitting PA sales tax**. Please visit <https://www.revenue.pa.gov/> for information regarding sales tax.
- 5. Vendors selling food must obtain the appropriate current license Food Health License from the Borough of Chambersburg health department or PA Department of Agriculture. contact Jody Mayer 717-251-2465 or jmayer@chambersburgpa.gov
- 6. The street opens for vendors at 6 am. Traffic is still moving on the street downtown until 8 am.
 - a. **Inspections will start a little after 8, you must be ready by no later than 9**
- 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 "no call/no show" for this event will jeopardize future participation.
- 8. A "no call/no show" for this event will jeopardize future participation.
- 9. Acceptance into this event is not guaranteed from year to year, neither is space assignment.
- 10. NO WATER HOOKUPS ARE AVAILABLE!**
- 11. Electricity availability is limited based on wattage needed and location of the transformer.
- 12. Vendors are responsible for **ALL trash removal** and must be cleaned up no later than 5:30pm.



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APPLICATION REQUIREMENTS

- Incomplete contracts will not be processed.
- Please submit 4-6 photos of your truck and menu items for jurying and advertising purposes, photos can be emailed!
- Include your menu items
- If you need help or have questions, please call/text 717-261-0072 or email chambersburgevents@outlook.com

For Office Use Only: Accepted: YES NO Confirm Email: _____ Booth Space: _____
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FOOD VENDOR CONTRACT: Please print clearly

Business Name: _____

Contact Person: First _____ Last _____

Email: _____

Address: _____ State _____ Zip _____

Phone: _____ **PA Sales Tax License #** _____

Instagram _____ **Facebook** _____

Website: _____

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

- **Are you a returning Vendor?** YES NO
- **Will you need electricity?** YES NO
- **Will you bring a generator?** YES NO
- **Circle:** TRUCK TRAILER TENT
- **Service Side:** DRIVER PASSENGER BACK
- **Size of your vehicle/tent** (please include hitch/yoke) _____
- **Year you were last here** _____
- _____ 110 _____ 220 _____ Other (specify)
- **Space Request** _____

MENU ITEMS (You may attach your menu for convenience):

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 **AppleFest 2025 on Saturday October 18, 2025.**

Signature _____ Date _____

For Office Use Only: Fee Paid: _____ Date: _____ Chk#/Paypal: _____
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Did you remember to...

- Pictures:**
 - Please email pictures to ChambersburgEvents@outlook.com
 - If you have social media, please share your pages so we can use them to promote your business.
- Did you completely fill out and sign the contract?**
 - Keep a copy for yourself
 - Email the office when you have mailed your application if submitting by posted mail. This will make us aware to look for it and follow up in case there are any postal concerns.
- Make sure you have the right food permits and licenses?**
 - Contact Jody Mayer at the Borough of Chambersburg
 - jmayer@chambersburgpa.gov
- 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**
 - Please include your business name and the event you are applying for in the memo of your Paypal payment
 - **Cash or Card**
 - Card payments can be made over the phone or in person during office hours:
 - Tuesday, Wednesday, and Friday 9am-2pm
 - **Applications will not be reviewed until payment is received**

To get your applications to the office:

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