



Downtown Business Council of Chambersburg

159 S Main Street Chambersburg PA 17201

ChambersburgEvents@outlook.com 717-261-0072

OLD MARKET DAY 2018 July 21, 2018

A check or money order made payable to Downtown Business Council must accompany this signed contract. Entry fees vary based on postmark date: \$100 March 1 or later; \$90 if postmarked by March 1. \$30.00 service charge for all returned checks.

EVENT GUIDELINES (Read thoroughly!)

1. Items being sold must be quality crafts or original art and must be made by the individual renting the space. No antiques, flea market, commercially made, mass produced, or kit craft items will be accepted. Your booth will be inspected for compliance by event staff and 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 request the “edible craft” application.
3. Booth spaces are approximately 20 ft. long by 10 ft. wide (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.**
4. Each vendor must have a current and valid Pennsylvania sales tax license and is responsible for collecting PA sales tax. Please visit www.pa100.state.pa.us for information regarding sales tax.
5. 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.
6. **Acceptance into this event is not guaranteed from year to year, neither is space assignment. Vendors may reserve a specific space for \$10 from March 2 through May 1. After this date, the committee makes space assignments for the festival**

APPLICATION REQUIREMENTS :

1. Incomplete contracts will not be processed. To avoid delays, please provide all information requested.
2. Submit up to six (6) current color photos (digital preferred) of your process and finished product, including at least one of your display if you are a new vendor. **Please send one clear electronic photo (to be used for Facebook promotion of the event) to ChambersburgEvents@Outlook.com**
3. All communications (application receipts, acceptance notifications, space assignments and others) will be sent via email unless you enclose self-addressed stamped envelopes. Please make sure envelope is big enough to return your photos.

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



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CRAFT VENDOR CONTRACT \$90 if postmarked by March 1, \$100 after March 1

Business Name: _____

Facebook.com/ _____

Contact Person: (first) _____ (last) _____

Email or Address: _____

Phone: _____ PA Sales Tax License # _____

DESCRIPTION OF YOUR CREATIVE PROCESS: 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.

***Will you demonstrate your art or craft? YES NO * Do you need electricity? YES NO**

***Are you a returning Vendor? YES NO Year you were last here _____ *Size of canopy/tent? _____)**

I want that space! Include \$10 by March 1 to reserve your favorite space Space# _____

Put me near a performance stage: YES PLEASE / No thanks / No Preference

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 2018 on SATURDAY, July 21, 2018.

Signature _____ Date _____

Did you remember to...

*** Include self- addressed stamped envelope for mail correspondence**

*** Completely fill out and sign the contract? Keep a copy for yourself.**

*** Include a check/money order for entry fees plus (optional) space fee made payable to Downtown Business Council**