

# ChambersFest's Old Market Day 2011

Saturday, July 16, 2011 9 a.m. to 4 p.m.

## CRAFT VENDOR CONTRACT

**VENDOR FEES:** \$75.00 for a space approximately 20' long by 10' wide

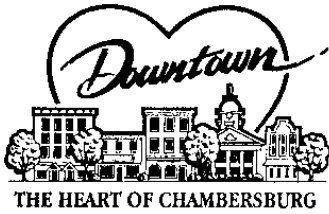
A check or money order for the space fee, made payable to Downtown Business Council, must accompany the signed contract. **IT IS NOT REFUNDABLE. The event will be held rain or shine.** There will be a \$20.00 service charge on returned checks.

## DISPLAY RULES

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. An inspection of your booth will be made and anyone who violates the rules of the event will not be permitted to participate in future shows.
2. The show is scheduled from 9 a.m. to 4 p.m. Set up begins at 6:00 a.m. and NOT BEFORE. Volunteers will aid in parking the morning of the show. **Vehicles will not be permitted into the vendor area after 8 a.m.** Vehicles must be off the street, and you must be ready to sell by 8:30 a.m., and remain set up until 4 p.m. Vendors must be out of their space by 5:30 p.m. when the streets are re-opened. Note: Vendors must be in their space by 7:30 AM; if not, your space will be given immediately to an alternate!
3. Booths are approximately 20 ft. long by 10 ft. wide. Vendors are limited to two spaces. Tables and chairs are not provided. Displays should not extend more than 10 feet from the curb. We ask that you not store or display merchandise on the sidewalks. This event is sponsored by the downtown businesses and their customers need to have access to their stores. Thank you for your cooperation in this matter.
4. Each vendor is responsible for leaving their space clean. Trash that is neatly bagged and stacked on the curb will be picked up one hour after the festival ends. After trash has been collected the vendor is responsible to remove anything remaining. Violators of this rule will not be invited to future shows.
5. Demonstration of your art/craft is encouraged, as this adds to customer excitement and the overall appeal of the show.
6. Each vendor must have a current and valid Pennsylvania sales tax license and is responsible for collecting PA sales tax. Call the PA Department of Revenue, 717-845-6661, regarding this matter.
7. A no call/no show for this event will jeopardize future participation. There is a waiting list each year for this show. If for any reason you are unable to attend after being accepted, you must contact the office so that your space may be filled.

## APPLICATION RULES

1. Complete all information on the contract. Incomplete contracts will not be considered.
2. Each applicant must submit photos of their art/craft regardless of prior participation. **Your application will be rejected if photos are not included.** Please send 4-6 current color photos, including at least one of your display. The photos and your description of your craft are the only way to judge the quality and craftsmanship of your work. Photos will be returned with your acceptance notification in the SASE you provide. Make sure that you provide adequate postage on the SASE.
3. **Acceptance into this event is not guaranteed from year to year. Space assignments are not guaranteed; you may request a space but the committee reserves the right to make final space assignments.** We are not responsible for circumstances beyond our control.
4. Applications will be accepted until June 1, 2011 or until spaces sell out. A majority of spaces are sold shortly after applications are available; you are encouraged to apply early.
5. You must include a self addressed stamped envelope for your acceptance/space assignment.  
Note: If applying for ChambersFest and AppleFest, two separate entries are necessary.



**ChambersFest's Old Market Day 2011**  
**Saturday, July 16, 2011 9 a.m. to 4 p.m.**

**CRAFT VENDOR CONTRACT**

Newly Revised!

*Return to: Downtown Business Council*  
*100 Lincoln Way East, Chambersburg, PA 17201*

OFFICE USE ONLY

Date Received: \_\_\_\_\_  
 Check #: \_\_\_\_\_  
 SPACE  
 NUMBER: \_\_\_\_\_  
 Response Mailing  
 Date: \_\_\_\_\_  
 Committee Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Business Name: _____	<input type="checkbox"/> New Vendor
Contact Person: _____	Phone: _____
Address: _____	Email: _____
City: _____	State: _____ Zip Code: _____
PA Sales Tax License Number _____ <small>(Important! Get PA Sales Tax ID by calling 717-845-6661.)</small>	Space Request: _____

**MANDATORY: You must list each item that you will be selling AND a description of how YOU make it. A listing of items without this description is not acceptable.** Use the back of this page if needed. Only items handcrafted by the paying vendor will be accepted.

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**Will you be demonstrating your craft?**  YES  NO  
**Do you have a canopy?**  YES  NO **If YES, what size?** \_\_\_\_\_

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 Greater Chambersburg Chamber of Commerce, the Council for the Arts, and the Borough of Chambersburg, 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 **ChambersFest's Old Market Day 2011** to be held on **SATURDAY, July 16, 2011**.

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

- IMPORTANT!! Did you...
- Completely fill out and sign the contract?
  - Include a check/money order for \$75 made payable to Downtown Business Council?
  - Include 4-6 current color photos, with one of your display?
  - Include a self-addressed, stamped envelope with adequate postage for your acceptance notification/space assignment?

Questions? Call 717-261-0072 or email [dbc@innernet.net](mailto:dbc@innernet.net), website: [www.chambersburg.biz](http://www.chambersburg.biz)