



New Oxford's 64th Annual Market on the Square
Saturday, June 20, 2020 – 8 a.m. to 3 p.m.
Circle Vendor Information

Please read the details below before completing and returning your application. Keep this document for your records.

Circle vendors include: craft and direct sales (limited) vendors. Once all spaces in the circle are filled, additional spaces will be available in designated overflow areas. If this is the case, you will be notified before your application and payment are processed.

Festival Rules & Requirements for Circle Vendors

- 1) No vendor may sublet any space or portion of the assigned space to another vendor.
- 2) Vendors may begin setting up at 6 a.m. on the morning of the event. Vendors must make contact with the vendor greeter in their section to check in and confirm their space assignment before beginning to set up. **The Chamber requests that all vendors complete their setup by 7:45 a.m.** Vendors in the circle may set up tables and tents on Friday, June 19 by contacting the Chamber office in advance for direction the assigned space. The Chamber is not responsible for valuables left overnight.
- 3) **No vehicles will be permitted in the circle.** For set up and closing, place your property near the fence before parking your vehicle at the edge of the circle to load your items.
- 4) Make every effort to keep the sidewalks passable at all times. Sidewalks may not be used for exhibits, and all borough ordinances must be observed.
- 5) No tables or tents will be furnished by the Chamber.
- 6) Vendors will remain open for business until 3 p.m. and refrain from vacating their space before that time. Any vendor remaining after 5 p.m. may incur a fee to help defray the cost of overtime for the local fire police.
- 7) **New vendors selling taxable items are required to have a PA Sales Tax License and submit it with their applications prior to acceptance.** Even if a vendor sells only once or twice a year, it is still necessary to have a license in PA. There is no fee involved in obtaining a license. PA sole proprietor vendors who come to more than two shows a year and all in state or out of state corporations must complete the **PA-100 form**. Completing the form online is recommended. The application can be found at pa100.state.pa.us under PA100 Registration. Out of state vendors may fill out a **PA-518 Transient Vendor Application**. All vendors are expected to comply with tax laws and regulations set forth by the state of Pennsylvania. Vendors assume all tax liability for products sold at their booth(s).
- 8) No display or sale of weapons or weapon-like items will be allowed, and no items of an adult nature can be displayed or sold at this event. Vendors not adhering to this rule will not be permitted to participate in the event.
- 9) No application will be considered unless accompanied by the entire fee. The Chamber reserves the right to reject any application. Applications must be accompanied by a check, money order or credit card information.

Vendor Fee Information:

Circle vendor spaces are 10x10 foot spaces in the circle. **The spaces are \$60 if application and payment is postmarked by May 31, 2020.** Applications will not be accepted after Wednesday, June 17, 2020. No day of vendor applications will be accepted.

****Applications and payment postmarked June 1, 2020 or later: \$90 (includes late fee)**

New Oxford Chamber members receive a \$20 discount.

Additional Important Information

Confirmation of location and space number will be sent via mail by May 31.

To cancel a contract, vendors must send a request in writing AT LEAST 10 days in advance to be considered. Refunds are not guaranteed.

Vendors failing to observe the aforementioned rules, found conducting themselves in a fraudulent or objectionable manner, or becoming offensive to officials, other vendors or attendees will be asked to remove their merchandise IMMEDIATELY and leave the event with their fee forfeited.

In case of rain, the show will continue unless the weather is severe. **Vendors' fees will not be refunded based on weather conditions.** We suggest bringing clear plastic drop cloths in the event of rain.

The Chamber and the residents of New Oxford will not be responsible for any injury or loss that may arise or come to the lessee or their employees or their property from any cause whatsoever while said persons are in the New Oxford Borough. No insurance will be provided as this is the responsibility of the dealer/lessee.

***Signing the attached application signifies the exhibitor consents to all rules and regulations. Please keep this agreement for your records and submit the attached application with full payment, including any additional fees (processing/late) if applicable.**

The Chamber and the residents of New Oxford look forward to your participation in our 64th Annual Market on the Square. We hope you have a successful day and that your visit to our town is enjoyable.

Sincerely,
New Oxford Area Chamber of Commerce

27 Center Square, New Oxford, PA 17350
(717) 624-2800
info@newoxford.org
newoxford.org



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Circle Vendor Application

Name: _____ Business Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email: _____

PA Sales Tax ID Number: _____

****All new vendors selling taxable items MUST submit their PA Sales Tax ID Number to be admitted to the show.**

Please mark the appropriate category below and include any additional item information on the lines provided.

_____ Crafts _____ Direct sales – *please specify*: _____

_____ Other - *please specify*: _____

***If you are a first time craft vendor at this event, you MUST submit photos of your products prior to acceptance.**

of spaces requested (\$60/space): _____

***Applications and payment postmarked June 1, 2020 or later: \$90 (includes late fee)**

Applications will not be accepted after Wednesday, June 17, 2020. No day of vendors will be allowed. **ABSOLUTELY NO EXCEPTIONS!**

We accept check, money order and credit card payments. Please make checks and money orders payable to: New Oxford Area Chamber of Commerce. Completed applications may be mailed with payment to: NOACC/Market on the Square, 27 Center Square, New Oxford, PA 17350.

MORE INFORMATION ON REVERSE SIDE

For credit card payment, please provide the following information. We do not keep credit card information on file once the payment has been processed and approved.

Credit Card Number: _____ **Security Code:** _____

Exp. Date: _____ **Billing Name:** _____

Billing Address: _____

Signing of this application signifies that exhibitor consents to all regulations as outlined in the vendor agreement.

Signature: _____ Date: _____

For NOACC use only: Amt. received: _____ Date: _____
Check #/CC: _____ by _____