



New Oxford's Annual

MARKET ON THE SQUARE

ANTIQUES | VINTAGE | COLLECTIBLES | CRAFTS | FOOD | ENTERTAINMENT

Saturday, June 21, 2025, 8 a.m. to 2 p.m.

FOOD VENDOR APPLICATION

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

Festival Rules & Requirements for Food Vendors

1. All food vendors must have a valid Retail Food Facility license, ServSafe certification and proof of liability insurance. All documents must be submitted with a completed application and payment. Food vendors are responsible for their assigned area.
2. Food vendors **MUST** have a quiet (whisper) generator for power.
3. Please make arrangements for your own ice as we do not supply ice. Be advised that for sanitation purposes it is recommended that anyone handling food items should not be handling money. Disposable plastic gloves are recommended for anyone handling food.
4. Do not dispose of grease or other food waste in the temporary event trash cans or the permanent New Oxford Borough trash cans. **Vendors are responsible for taking this waste with them to dispose of properly. A dumpster will be available day-of for disposal of trash.**
5. No vendor may sublet any space or portion of the assigned space to another vendor.
6. 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.**
7. Food vendors will be placed either on Carlisle St., in the church parking lot, or on the northern quadrants on the square if needed. Spaces on the street are 10 x 20 feet. Limited food vendor spaces for those not serving from a vehicle may be suggested to be in the circle or on the square. **If your vehicle exceeds 20 ft. in length, you will need to reserve and pay for two spaces.**
8. 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.
9. No tables or tents will be furnished by the Chamber.
10. All vendors will remain open for business until 2 p.m. and refrain from vacating their space before that time. Any vendor remaining after 4 p.m. may incur a fee to help defray the cost of overtime for the local fire police.
11. No application will be considered unless accompanied by the entire fee. The Chamber reserves the right to reject any application. Vendor spaces are not officially reserved until payment is received in full.
12. Vendors will need to have their parking passes visible during the event and during cleanup to help volunteers and fire police direct traffic, etc.
13. Please respect our volunteers and fire police, etc.
14. Do not cross over the chains, tape, cones, etc. at any time during the event.

Vendor Fee Information:

Non-profit food vendor spaces are \$55/space and **for-profit food vendor spaces** are \$85/space if application and payment are postmarked by May 31, 2025. Applications will not be accepted after Monday, June 16, 2025. Any application submitted within one week of the registration deadline must be paid via money order or credit card. No applications should be mailed within a one week window of the registration deadline. If it is within the one week window, please email your application. No day-of vendor applications will be accepted.

***Applications and payment postmarked June 1, 2025 or later: \$85 (non-profit) and \$115 (for-profit) (includes late fee)**

New Oxford Chamber members receive a \$20 discount and priority placement at the event.

Additional Important Information:

Confirmation of location and space number will be sent via email or mail by Friday, June 14, 2025.

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

NO CALL/NO SHOW POLICY: If you need to make a last minute cancellation, please give us a call at (717) 624-2800 or email us at info@newoxford.org if at all possible so that we can make adjustments to spacing as needed. Vendors that no call, no show the day of the event, except in the case of an emergency, will not be invited back to participate at future Chamber events.

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 (pg. 3) 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 (late) if applicable.**

The Chamber and the residents of New Oxford look forward to your participation in our 69th Annual Market on the Square. We hope you have a successful day and that your visit to our town is enjoyable.

Sincerely,

Market on the Square Committee

New Oxford Area Chamber of Commerce



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FOOD VENDOR APPLICATION

Business/Organization Name _____

Contact Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone Number: _____ **Email:** _____

Please list the types of food you will be selling or attach a menu to your application:

Length of Vehicle (if applicable): _____ **Passenger or Driver Side Service (if applicable):** _____

***If your vehicle exceeds 20 ft., you will need to reserve and pay for two spaces**

****Please include copies of your retail food facility license, ServSafe certification, proof of liability insurance and any other relevant documentation with your application and payment.**

*****Please send a picture of your vehicle and event set-up.**

Non-Profit Food Vendor (\$55) **For-Profit Food Vendor (\$85)**

Will you be using a generator? _____

***Applications and payment postmarked June 1, 2025 or later: \$85/non-profit, \$115/for-profit (includes late fee)**

Applications will not be accepted after Mon., June 16, 2025. Any application submitted within one week of the registration deadline must be paid via money order or credit card. No applications should be mailed within a one week window of the registration deadline. If it is within the one week window, please email your application. No day-of vendors will be accepted. **NO EXCEPTIONS!**

Vendor space assignments and information are emailed. If you opt for mailing, there will be an additional \$5 fee to cover postage and labor. You will only receive next year's application by mail if you select mailing below. The \$5 fee will cover the mailing of both your 2025 space assignment info. and your 2026 application.

I would like my vendor space assignment mailed (\$5 added fee enclosed with booth payment)

We accept check, money order and credit card payments. Checks are preferred. 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 or emailed to info@newoxford.org. In the event of a bounced check, an additional \$35 fee will be incurred by the vendor and must be paid prior to participating in the show.

I would like to pay via credit card. Please email me an invoice.

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

Print Name: _____ **Signature:** _____ **Date:** _____

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