20th Annual Harvest Day Festival & Parade

Saturday, October 23, 2027 - 10 a.m. to 4 p.m.

Non-Profit Vendor Information

Please read the details below before completing and submitting your application. We encourage you to keep a copy of this information for your records.

General Information:

Non-profit vendors are assigned 10 x 10 ft. spaces in the grass in the circle. Applications can be mailed, emailed or dropped off to the New Oxford Area Chamber of Commerce.

Fee Information:

Non-profit vendor spaces are $30 per space. Chamber members receive a $10 discount.

Rules & Regulations:

1) Submitting an application does not guarantee your business or organization's participation. Event organizers reserve the right to reject any application. Additionally, commercial vendors (sweepstakes, giveaways, etc.) and political groups are not permitted to set up as vendors at this event.

2) Applications will not be accepted unless accompanied by the entire fee.

3) Vendors are not permitted to display any weapons or weapon-like items. Additionally, no mature content may be displayed.

4) Vendors must provide their own tables, chairs and tents.

5) **Vendors may begin setting up at 8 a.m. on the day of the event.** All vendors must be set up no later than 9:45 a.m. Vendors who wish to set up on Friday MUST contact the Chamber office in advance for permission by emailing *info@newoxford.org* or calling (717) 624-2800. When loading and unloading merchandise, place your property near the edge of the circle before parking your vehicle.

6) Vendors must remain at their spaces until the parade concludes. Once the parade has concluded - typically around 4 to 4:30 p.m. - vendors are permitted to leave their spaces. Any vendor that fully vacates their spot prior to the conclusion of the parade may not be permitted to set up at future events.

7) The New Oxford Area Chamber of Commerce 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 lessee.

Rules & Regulations continued...

8) 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.

9) For returning participants, every effort will be made to place you in the previous year's space, unless otherwise requested. Please note that circumstances may prevent such space accommodation.

10) All vendors are responsible for cleaning their space and properly disposing of all waste before leaving the venue in the dumpster, location of the dumpster will be sent with the vendor packet. Please do not leave any trash or debris by trash cans, on the street, or in the circle after the event. Failure to dispose of trash may result in a trash removal fee or not being accepted to future events.

Confirmation of location and space number will be sent via EMAIL no later than Friday, October 15, 2027.

Cancellation/Weather Policy:

No contract can be broken within 14 days of the event. To cancel a contract, vendors must submit a request in writing at least 14 days in advance. Requests received prior to this time will be considered. No refunds are guaranteed.

In case of rain or snow, the event will continue unless the weather is severe. If the weather is severe, the event will be cancelled and no refunds will be issued.

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.

***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.**

New Oxford Area Chamber of Commerce

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

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Non-Profit Vendor Application

Organization Name (if applicable): _____

Contact Name: _____

Organization Address: _____

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

Contact Phone Number: _____ **Contact Email:** _____

Please describe how your organization plans to use your booth space at the event (i.e. information, fundraising, interactive activities, etc.)

_____

_____

_____

_____

# of spaces requested ($30/space): _____

Starting this year, vendor space assignments and info. will be EMAILED instead of mailed. 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. Otherwise, it will be emailed. The $5 fee will cover the mailing of both your 2027 space assignment info. and your 2028 application.

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

Applications will not be accepted after Monday, October 18, 2027. **Day-of vendors will not be accepted. NO EXCEPTIONS!**

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/Harvest Day, 27 Center Square, New Oxford, PA 17350. If we do not receive a check with your application, you will be sent an invoice to pay via credit card (see below).

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

Print Name: _____ **Signature:** _____

Date: _____

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