



New Oxford's 65th Annual

# MARKET ON THE SQUARE

ANTIQUES | VINTAGE | COLLECTIBLES | CRAFTS | FOOD | ENTERTAINMENT

**Saturday, August 14, 2021, 8 a.m. to 3 p.m.**

## CIRCLE VENDOR APPLICATION

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

**Circle vendors include:** craft and direct sales (limited space available) vendors. Once all spaces in the circle are filled, additional spaces may 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, August 13 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](http://pa100.state.pa.us) under PA-100 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 10 x 10 foot spaces in the circle. **The spaces are \$60 if application and payment is postmarked by July 31, 2021.** Applications will not be accepted after Wednesday, August 11, 2021. No day-of vendor applications will be accepted.

**\*Applications and payment postmarked August 1, 2021 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 email or mail by July 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.

**COVID-19 Policy/Waiver:**

Please review the COVID-19 waiver on pg. 3.

**\*Signing the attached application (pg. 4) signifies the exhibitor consents to all rules and regulations, including the COVID-19 waiver. 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 65th 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*

**COVID-19 Policy & Waiver -**

I acknowledge the contagious nature of the Coronavirus/COVID-19 and that the CDC and many other public health authorities still recommend practicing social distancing and masking. I further acknowledge that the New Oxford Industrial Development Corporation dba New Oxford Area Chamber of Commerce and the organizers of New Oxford's 65th Annual Market on the Square have put in place preventative measures to reduce the spread of the Coronavirus/COVID-19.

I further acknowledge that the New Oxford Area Chamber of Commerce and the organizers of Market on the Square cannot guarantee that I will not become infected with the Coronavirus/COVID-19. I understand that the risk of becoming exposed to and/or infected by the Coronavirus/COVID-19 may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Chamber of Commerce employees and/or event volunteers.

I voluntarily seek services provided by the New Oxford Area Chamber of Commerce and the organizers of Market on the Square and acknowledge that I am increasing my risk to exposure to the Coronavirus/COVID19. I acknowledge that I must comply with all set procedures to reduce the spread while attending the event.

I attest that I will only attend the event if:

- \* I am not experiencing any symptom of illness such as cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell.
- \* I have not traveled internationally within the last 14 days.
- \* I have not traveled to a highly impacted area within the United States of America in the last 14 days.
- \* I do not believe I have been exposed to someone with a suspected and/or confirmed case of the Coronavirus/COVID-19.
- \* I have not been diagnosed with Coronavirus/Covid-19 and not yet cleared as non-contagious by state or local public health authorities.
- \* I am following all CDC recommended guidelines as much as possible and limiting my exposure to the Coronavirus/COVID-19.

I hereby release and agree to hold the New Oxford Area Chamber of Commerce and the Market on the Square organizers and volunteers event harmless from, and waive on behalf of myself, my heirs, and any personal representatives any and all causes of action, claims, demands, damages, costs, expenses and compensation for damage or loss to myself and/or property that may be caused by any act, or failure to act of the New Oxford Area Chamber of Commerce and the organizers, employees and/or volunteers of the event. I understand that this release discharges the New Oxford Area Chamber of Commerce and the organizers of Market on the Square from any liability or claim that I, my heirs, or any personal representatives may have against the New Oxford Area Chamber of Commerce and the organizers of the this event with respect to any bodily injury, illness, death, medical treatment, or property damage that may arise from, or in connection to, any services received from the New Oxford Area Chamber of Commerce and the organizers of this event. This liability waiver and release extends to the Chamber of Commerce employees and all of the event organizers and volunteers.

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**27 Center Square, New Oxford, PA 17350**

**(717) 624-2800**

**info@newoxford.org**

**newoxford.org**



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Saturday, August 14, 2021, 8 a.m. to 3 p.m.

## CIRCLE VENDOR APPLICATION

Business Name (if applicable): \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

PA Sales Tax ID #: \_\_\_\_\_

**\*All new vendors selling taxable items MUST submit their PA Sales Tax ID 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 (*limited space available*)

Other - please specify

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**\*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 August 1, 2021 or later: \$90 (includes late fee)**

**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.** Applications for next year's event will be EMAILED in January. You will only receive next year's application by mail if you select mailing below. Otherwise, it will be emailed in January. The \$5 fee will cover the mailing of both your 2021 space assignment info. and your 2022 application.

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

Applications will not be accepted after Wednesday, August 11, 2021. No day-of vendors will 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/Market on the Square, 27 Center Square, New Oxford, PA 17350.

**NEW THIS YEAR:** Those wishing to pay via credit card will be sent an invoice upon the Chamber's receipt of this form. The invoice for your space(s) can be paid directly online via Square. This new method is intended to provide a more secure processing option for our vendors. Please note that an email address is required to pay via CC. Please pay your balance upon receipt of invoice. Applications will not be officially accepted until payment is remitted.

**\*Signing of this application signifies that exhibitor consents to all regulations as outlined in the vendor agreement, including the COVID-19 Policy/Waiver on pg. 3.**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_