



New Oxford's Annual

# MARKET ON THE SQUARE

ANTIQUES | VINTAGE | COLLECTIBLES | CRAFTS | FOOD | ENTERTAINMENT

**Saturday, June 17, 2023, 8 a.m. to 2 p.m.**

## **CRAFTER & ARTISAN VENDOR APPLICATION**

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

**Circle vendors include:** crafters and artisans

### **Festival Rules & Requirements for Circle Vendors:**

- 1. Submitting an application does not guarantee your business or organization's participation.** When applying for this event, please keep in mind that this is a family-friendly event. We do not currently accept vendors in the following categories: direct sales (exception for previous year's vendors only), commercial vendors (including sweepstakes, giveaways, etc.) and political campaigning. **Event organizers reserve the right to reject any application.**
2. No vendor may sublet any space or portion of the assigned space to another vendor.
3. 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 16 by contacting the Chamber office in advance for direction the assigned space. The Chamber is not responsible for valuables left overnight.
4. **No vehicles will be permitted in the circle.** For set up and closing, please help us limit congestion by only having your vehicle parked (with four-way flashers) along the circle to unload or load your vehicle. Please do not have your vehicle by the circle while you are setting up or tearing down your booth.
5. 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.
6. **No tables or tents will be furnished by the Chamber.**
7. Vendors will remain open for business until 2 p.m. and refrain from vacating their space before that time. Vendors may begin to pack up their items beginning at 1:45 p.m.; however, any vendor that fully vacates their spot prior to the conclusion of the event at 2 p.m. may not be permitted to set up at future events. Any vendor remaining after 4 p.m. may incur a fee to help defray the cost of overtime for the local fire police.
8. **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 and all in-state or out-of-state corporations must complete the **PA-100 form**. Completing the form online is highly recommended. The application can be found at [www.pa100.state.pa.us](http://www.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. Vendors assume all tax liability for products sold at their booth(s).
9. 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.
10. No application will be considered unless accompanied by the entire fee. Vendor spaces are not officially reserved until payment is made in full via check, money order or credit card.

**Vendor Space & Fee Information:**

Crafter and artisan spaces are located in the circle. These are approximately 10 x 10 spaces. Once the circle is at capacity, additional vendor spaces may be available in designated overflow areas. If this is the case, you will be notified before your application and payment are processed.

**Spaces are \$60 if application and payment is postmarked by May 31, 2023.** Applications will not be accepted after Wednesday, June 14, 2023. 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.

**\*Apply and pay by July 18, 2022 and take a \$10 discount off your vendor fee!**

**\*Applications and payment postmarked June 1, 2023 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 Friday, June 2, 2023. We will do our best to place returning vendors in their previous year's space, but this is not guaranteed. Returning vendors should submit your application and payment no later than April 1, 2023 if you are interested in securing your previous year's space.

**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](mailto: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.

The Chamber and the residents of New Oxford look forward to your participation in our 67th 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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# MARKET ON THE SQUARE

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**Saturday, June 17, 2023, 8 a.m. to 2 p.m.**  
**CRAFTER & ARTISAN VENDOR APPLICATION**

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

**Contact Name:** \_\_\_\_\_

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

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

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

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

**\*All 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  Artisan products

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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):** \_\_\_\_\_

**\*Apply and pay by July 18, 2022 and take a \$10 discount off your vendor fee!**

**\*Applications and payment postmarked June 1, 2023 or later: \$90 (includes late fee)**

Applications will not be accepted after Wed., June 14, 2023. 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 2023 space assignment info. and your 2024 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](mailto: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:** \_\_\_\_\_