



## **14th Annual Harvest Day Festival & Parade**

Saturday, October 23, 2021 - 10 a.m. to 4:30 p.m.

Non-Food Vendor Information

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**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-food vendors are assigned 10 x 10 ft. spaces in the grass in the circle. Vendors in the following categories are eligible for this event: crafts, artisans, farmers market and direct sales (i.e. Pampered Chef, Color Street, etc.). Limited street space options (10 x 20) may be available upon request. If your business or organization does not fall under any of the categories listed above, we ask that you contact our event coordinator at [info@newoxford.org](mailto:info@newoxford.org) before submitting an application. Additional vendor restrictions are described in the "Rules & Regulations" section below.

Applications can be mailed, emailed or dropped off to the New Oxford Area Chamber of Commerce.

\*If you are a food vendor, please contact the Chamber at [info@newoxford.org](mailto:info@newoxford.org) to request a food vendor application.

### **Fee Information:**

**Non-food vendor spaces are \$45 per space. Street spaces (10x20) may also be available upon request.**

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. Direct sales vendors will not be accepted from the following companies: Damsel in Defense, LOVEWINX and Pure Romance. 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) Craft vendors and artisans will sell only handmade items. Photos must be submitted for first-time vendors in these categories.
- 5) Vendors must provide their own tables, chairs and tents.

**Rules & Regulations continued...**

**6) All 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 recommended. The application can be found at **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 Pennsylvania Department of Revenue. Vendors assume all tax liability for products sold at their booth(s).

**7) 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](mailto: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.

8) 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.

9) 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.

10) 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.

11) 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.

**Confirmation of location and space number will be sent via EMAIL no later than Friday, October 8, 2021.**

**Cancellation/Weather Policy:**

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 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.

**\*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](mailto:info@newoxford.org) • [www.newoxford.org](http://www.newoxford.org)



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Non-Food Vendor Application

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**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  Farmers market

Direct Sales (only one vendor per company - please confirm availability before submitting application)

Other - please specify

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

**# of circle spaces requested (\$45/space):** \_\_\_\_\_

**# of street spaces requested (\$70/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 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, October 20, 2021. **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)

**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.**

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_