



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.

NON-PROFIT APPLICATION

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

The event organizers for Market on the Square are excited to announce a new opportunity for this year's event for local non-profits. Local non-profits will have the choice between a circle space or a street space. Additional details below.

Festival Rules & Requirements for Non-Profit 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. No display or sale of weapons or weapon-like items will be allowed, and no mature content can be displayed or sold at this event. This is a family-friendly event. Vendors not adhering to this rule will not be permitted to participate in the event.
8. No application will be considered unless accompanied by the entire fee. **The Chamber reserves the right to reject any application for any reason.** Applications must be accompanied by a check, money order or credit card payment.

Vendor Fee Information:

Non-profit organizations have the option to set up in the circle or on the street.

- Circle spaces are 10 x 10 foot spaces located on the grass in the circle. **Circle spaces are \$40.**
- Street spaces are approximately 10 x 20 foot spaces located on the square or along the surrounding streets. **Street spaces are \$60.**

Applications will not be accepted after Wednesday, August 11, 2021. No day-of vendor applications will be accepted.

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. If the application is received after July 31, space information will be sent ASAP.

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.

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



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NON-PROFIT VENDOR APPLICATION

Organization Name: _____
 Contact Name: _____
 Business 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.)

Type of space requested:

- Circle (\$40/space): _____
- Street (\$60/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. 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. 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: _____