

Mainstreet Waynesboro, Inc. Presents the 15th Annual Market Day ~ Saturday, October 5, 2019

Vendor Application: Please fill out form completely. Application deadline: Sept. 1, 2019

☐ Craft Vendor ☐ Food Vendor ☐ Business on Main Street ☐ Mainstreet, Inc. Member ☐ Non-Profit*

- Applications are required to participate • Applications will be accepted through **09/1/19**.
- Spaces are 10' x 20' in size. Spaces are on the street and will be assigned to you. NO ELECTRICITY IS PROVIDED.

Fee per vendor space:

- | | |
|--|---|
| 1. Business on Main Street: \$50.00—"Early Bird"
(before Sept. 1). After Sept. 1: \$75 per space | 4. Food Vendors: \$50.00 per space—"Early Bird"
(before Sept. 1). After Sept. 1: \$75 per space |
| 2. Mainstreet Waynesboro, Inc. Member: NO CHARGE | 5. Nonprofit Groups: \$30.00 per space—"Early Bird"
(before Sept. 1). After Sept. 1: \$50 per space |
| 3. Merchandise Vendors: \$50.00 per space—"Early Bird"
(before Sept. 1). After Sept. 1: \$75 per space | *Nonprofit groups include: Service Clubs, Scouts,
Schools, Churches, etc. |

Name of Business, Service Club or Organization: _____

Address: _____ City _____ State _____ Zip _____

Contact Person: _____ Phone: _____ Email: _____

Description of what is being sold: _____

Include additional information or requirements: (we cannot promise specific locations)

Show Regulations and Information—

1. Event date & time: Saturday, October 5, 2019, from 9:00 AM to 4:00 PM.
2. Main Street will be closed. Vendors will set up in parking spaces MARKED ON THE SIDEWALK.
3. Set up begins at 7:15 AM. Display must be complete by 8:45 AM and remain intact until 3:45 PM.
If you arrive early: For the safety of all, **do not allow anything—or anyone—into the road until it is closed to traffic.**
4. Sub-letting of spaces is not permitted, includes downtown businesses.
5. All spaces are outdoors.
6. Each vendor is responsible for collecting and reporting Pennsylvania Sales Tax.
7. Food Vendors must provide Food Safety License (if applicable).
8. Electricity: There is no electricity provided.
9. Tables/chairs: Vendors are responsible for the tables and chairs for their display. Canopies/tents are permitted.
10. Clean up: You must clean up your designated area before you leave.

**No vehicles permitted on
Main Street after 8:45 AM.**



Application Rules & Guidelines—

1. Certificates of Insurance (COI) and PA License are required to sell at our festival.
2. Complete the vendor application & mail with your COI, license & payment to: Mainstreet Waynesboro, Inc., 13 W. Main St., Waynesboro, PA 17268.
3. Checks made payable to *Mainstreet Waynesboro, Inc.*
4. **Application and payment must be received by 09/1/19.**
5. Vendors are assigned spaces. **We cannot promise specific locations.** Your confirmation email will include your assigned booth number/letter.
6. No refunds after your application is processed.

I understand my organization or club will be responsible to adhere to the food safety codes. The Promotions Committee reserves the right to refuse applications after the deadline and to refuse applications that are redundant in nature. I have read and fully understand the regulations and information for this event.

Signature of authorized representative: _____ Date: _____

For questions or assistance with this application, please contact our office at 717-762-0397 or by email: Angela@waynesboro.org

*If you need assistance the day of the event, please go to the Mainstreet Waynesboro Inc.
booth, located on the square at 13 West Main Street, next to M&T Bank*

Mail completed application with payment to:
Mainstreet Waynesboro, Inc., 13 West Main Street, Waynesboro, PA 17268

Please make a copy of this form for your records and reference. Thank you!

OFFICE USE ONLY

Check # _____ Cash _____ Amt. \$ _____

Date received _____

Outlook _____ Group _____ Excel _____ QB _____