

Cash _____

Check # _____

Credit Card: Visa/MC

Same booth _____

New booth _____

**Chamber use only.
Vendors do not
complete.**

**HANOVER AREA CHAMBER OF COMMERCE
Promoter License #10000852**

Vendor Contract

**27th Annual Hanover Dutch Festival
July 31, 2010 | 8 a.m. - 4 p.m. | Center Square**

Name: _____ Business Name: _____

PA Sales Tax #: _____ (Must have valid number or your application will not be accepted).

Address: _____

Phone: _____ Email: _____

All crafts must be handmade by the exhibiting craftsperson.

_____ CRAFTS ONLY: Number of 10' x 10' spaces - Non-electric - \$100

_____ CRAFTS ONLY: Number of 10' x 10' spaces - With Electric - \$120 (1-20 AMP/1-20 volt circuit)

Description of items to be sold: _____

Attention food vendors: Exhaust and/or generator smoke/noise should not interfere with other vendors. All food vendors using a source of power other than electric will be consulted prior to booth placement.

_____ FOOD ONLY: Number of 10' x 10' spaces - Non-electric - \$130

_____ FOOD ONLY: Number of 10' x 10' spaces - With Electric - \$155 (1-20 AMP/1-20 volt circuit)

Description of food to be sold: _____

\$_____ AMOUNT ENCLOSED IN FULL. Please send to Hanover Dutch Festival, c/o Hanover Area Chamber of Commerce, 146 Carlisle Street, Hanover, PA 17331. (717) 637-6130 www.hanoverchamber.com

Check made payable to Hanover Area Chamber of Commerce.

Please charge my credit card. Visa/Mastercard accepted.

Credit card #: _____ Expiration date: _____

Signature: _____ Date: _____

For cash payments, please deliver in person to the Chamber office.

CANCELLATION POLICY

Vendors who cancel their booth reservation may receive a partial refund (less \$25 administrative fee per booth) **IF** they call the Chamber office by **July 1, 2010**, and **IF** all spaces for the festival are sold out.

I hereby agree to indemnify and hold harmless the Hanover Area Chamber of Commerce, and the Borough of Hanover from and against any and all claims arising out of my use of the space contracted.

I further agree that the Hanover Area Chamber of Commerce and the Borough of Hanover are not responsible for any loss or damage to my property.

I also agree to abide by the Rules and Regulations of the Festival, and acknowledge receipt of a copy thereof. I understand that the Chamber of Commerce reserves the right to deny registration or remove any items or vendors it deems not in compliance with those regulations.

Print Name _____ **Signature** _____ **Date** _____

Vendor Rules & Regulations

Vendors are expected to abide by the Festival Rules and Regulations and cooperate with Festival volunteers. Unprofessional conduct or abusive language by vendors towards Festival staff, other vendors or attendees of the Festival will be cause for possible exclusion from future Festivals, or, if flagrant enough, immediate expulsion.

RULES AND REGULATIONS

1. FESTIVAL IS HELD RAIN OR SHINE. Maximum number of booths per vendor is two (2). After payment is received, the space will be reserved. The Hanover Area Chamber is not responsible for any loss or damage

2. PETS ARE NOT ALLOWED WITHIN THE CONFINES OF THE FESTIVAL.

3. Vendors may arrive for set up no earlier than 6 a.m. Vendors must unload, move vehicles and then set-up. After unloading, vendors must park vehicles in assigned parking area (alleys may NOT be blocked by vendor vehicles and will be ticketed and/or towed, at the owner's expense, if they are). Vendors MUST set up in the booth assigned. The booth must remain opened for the duration of the show. Hours are 8 a.m. to 4 p.m. and selling is not to begin prior to 8 a.m. Vendor vehicles may NOT come into the festival area before 4 p.m. STANDS AND MERCHANDISE MUST BE REMOVED BY 5:30 P.M. ON SATURDAY, JULY 31. STREETS WILL REOPEN TO VEHICULAR TRAFFIC PROMPTLY AT 6 P.M.

4. Types of booths will be either crafts or food. ALL CRAFTS MUST BE HANDMADE BY THE EXHIBITING CRAFTSPERSON. Vendors must list on the contract the items they wish to sell and enclose one (1) color photograph. ONLY the merchandise listed on the contract will be accepted for sale or show. Craft demonstrations are encouraged. No foods may be sold or distributed by the Craft Vendors without prior approval by the committee.

5. Vendors are responsible to apply for a sales tax license, if applicable. Contact the PA Department of Revenue, 717-845-6661. ALL LICENSES MUST BE CURRENT AND CLEARED THROUGH THE DEPARTMENT OF REVENUE PRIOR TO June 1, 2010. FAILURE TO DO SO WILL RESULT IN BEING CANCELLED FROM THE FESTIVAL WITH NO REFUND. IT IS AGAINST THE LAW TO USE ANYONE ELSE'S LICENSE. Licenses must be prominently displayed at the Festival.

6. Leased spaces are exactly 10' x 10'. Vendors extending beyond their space will be asked to move merchandise within the booth confines or pay a fine on the spot equivalent to the cost of an additional space. Failure to comply will result in the vendor not being allowed to re-book for next year. (Vendors may NOT resell their booth and will be barred from future festivals if they do). Vendors in booths which have been sold to them by another vendor will NOT be allowed to pre-register for next year on the day of the festival. Exact location of spaces may vary from year-to-year.

7. Vendors are only allowed to secure electric from the Hanover Area Chamber of Commerce. Vendors who use electric and rent two booth spaces must pay for electric in both spaces.

8. Food vendors are limited to no more than 20 percent of the total number of booths. **All food vendors must obtain a temporary vendors license from the Borough of Hanover** (we have enclosed a copy of this form for your convenience). All food vendors are required to have either a "Pennsylvania Eating and Drinking License" or a "Borough of Hanover Food License". For more information, call the Borough of Hanover at 717.637.3877.

9. Vendors must provide own tables, chairs, etc. Vendors are NOT allowed to bring their own motorized carts to the Festival except as needed to provide access to the site for those individuals with disabilities in order to comply with state and federal laws and regulations. Stands must be neat and orderly. Prices must be displayed. Vendors must supply their own heavy-duty trash bags, keep their booths clean and place garbage in approved dumpsters after the festival. Please be aware and take care of anything leaking from your booth or trash that may affect your neighboring vendors. Food vendors must have a working fire extinguisher in their booth. The Fire Marshal will be inspecting booths and vendors found in violation will have to purchase an extinguisher on the spot and may be fined.

10. Vendors WHO ARE NOT PRE-REGISTERED for the Festival, MAY NOT come the day of the Festival and purchase a booth left vacant by a no-show or cancellation.

11. A Festival Staff member will be walking around the day of the festival to check for authenticity of your product. You may be asked NOT to return the following year if we find your products are not hand made or authentic.

CANCELLATION POLICY

Vendors who cancel their booth reservation may receive a partial refund (less \$25 administrative fee per booth) IF they call the Chamber office by July 1, 2010, and IF the festival is sold out. Refunds will not be determined until the Festival is completed.

Please remember to prominently display your PA Sales Tax License

Permit No. _____

TEMPORARY VENDOR'S LICENSE
HEALTH LICENSE REQUIRED TO SERVE FOOD

THE BOROUGH OF HANOVER
HANOVER BOARD OF HEALTH
44 FREDERICK STREET
HANOVER, PA 17331

TELEPHONE # (717) 637-3877
FACSIMILE # (717) 637-2805

APPLICATION DATE: _____

NAME & ADDRESS: _____

PHONE # _____

FAX # _____

TRADING AS: _____

NAME OF EVENT: _____

DATE OF EVENT: _____

LOCATION IN HANOVER BOROUGH: _____

PRODUCT BEING SERVED: _____

APPLICANTS SIGNATURE: _____

Approved by: (Borough Agent) _____

Date: _____

GUIDELINES FOR VENDORS

- #1 Must have a handwashing station.
- #2 Protect all food products from the elements.
- #3 Heat hot foods to 165 degree F - hold at 135 degrees F
- #4 Keep cold foods at 41 degrees F or below.
- #5 Use disposable utensils and containers.
- #6 Must have garbage containers with cover.

NOTE: Application must be submitted two (2) weeks prior to event date. A \$10.00 late fee will be charged after the two week period. PA State License and Local Number must be listed below:

PA State License No: **(ATTACH COPY)** _____

Expiration Date: _____

Hanover Borough License No. _____

Expiration Date: _____

Permit will be returned by mail after being approved by Hanover Board of Health. Please remit payment as shown in lower right corner. If not approved, payment will be returned by mail; include return address.

If more than one stand, must have a permit for each stand

Circle that which applied below:

PA State License Only	\$10.00
Non-Profit	\$0.00
Hanover Borough Restaurant License	\$0.00
New Health License	\$50.00
Late Fee after _____	\$10.00
Total (each stand)	\$ _____

THIS LICENSE MUST BE DISPLAYED FOR PUBLIC VIEW - NOT TRANSFERABLE