

Cash \_\_\_\_\_  
Check # \_\_\_\_\_  
Credit Card: Visa/MC  
Same booth \_\_\_\_\_  
New booth \_\_\_\_\_

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

**BUSINESS BOOTH SPONSOR**

**35th Annual Hanover Dutch Festival**  
**July 28, 2018 8 a.m. - 4 p.m. Center Square**

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

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

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Email:** \_\_\_\_\_

**OPT IN TO RECEIVE VENDOR PACKET BY EMAIL**

\_\_\_\_\_ **BUSINESS BOOTH SPONSOR: One 10' x 10' space - Non-electric - \$1000**  
- Includes recognition in program, logo and link to website on Festival webpage

Description of use of booth space: \_\_\_\_\_  
\_\_\_\_\_

**\$** \_\_\_\_\_ **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: \_\_\_\_\_ CCV: \_\_\_\_\_

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, 2017, 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 \_\_\_\_\_

## 2018 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.

1. FESTIVAL IS HELD RAIN OR SHINE. Maximum number of booths per vendor is three (3). 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 28. 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, 1-888-PATAXES or visit <http://www.doreservices.state.pa.us/BusinessTax/PA100/FormatSelection.htm>. ALL LICENSES MUST BE CURRENT AND CLEARED THROUGH THE DEPARTMENT OF REVENUE PRIOR TO July 15, 2017. 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 health license from the Commonwealth of PA, Dept. of Agriculture, Region VI Office, 2301 N. Cameron St., Room 100, Harrisburg, PA 17110. Phone: 717-346-3223. [www.eatsafepa.com](http://www.eatsafepa.com).**
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, 2017, 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**