



# GENERAL VENDOR APPLICATION

We are proud to present Downingtown FallFest 2018 which will be held on **Sunday, September 30, 2018**. This street festival will be held on Green Street and E. Pennsylvania Avenue from 11:00 a.m. to 4:00 p.m. (rain or shine).

Downingtown FallFest is a Downingtown-Thorndale Regional Chamber of Commerce event in partnership with Victory Brewing Company and the Borough of Downingtown. Last year we had a record number of vendors and a nice crowd on a very hot day! 2018 is our 9<sup>th</sup> Annual FallFest and promises to be our best yet!

**For the second year now, we have early and late registration fees. Submit your application and payment by August 1<sup>st</sup> to receive the early payment discount. Fees increase after August 1<sup>st</sup>.**

Thank you for applying to be a General Vendor at 2018 Downingtown FallFest. We are excited to bring this event to the community and look forward to showcasing local crafts, restaurants and businesses from our region. Please read through the directions below to submit your application to the Downingtown-Thorndale Regional Chamber of Commerce. **Should you have any questions, call the Chamber office at 610-269-1523 or [splaugher@drcc.com](mailto:splaugher@drcc.com).**

## DIRECTIONS TO APPLY AS A GENERAL VENDOR AT 2018 DOWNINGTOWN FALLFEST:

Write a check for your space fee (see page 3). You may include an additional space fee and/or table rental fee with this check, payable to the Downingtown-Thorndale Regional Chamber of Commerce (DTRCC).

Insurance Certificate providing proof of liability insurance in the amount of \$1,000,000 per occurrence/\$2,000,000 aggregate, naming Downingtown-Thorndale Regional Chamber of Commerce as additional insured, must be submitted with your application. *Crafters who do not have liability insurance because of the cost, may submit their application without proof of insurance.*

Submitting an application does not guarantee your participation in Downingtown FallFest. The Chamber of Commerce will review your application and make notification if you are selected to participate in FallFest. **Chamber members and sponsors receive priority review and booth placement.** Consider joining the Downingtown-Thorndale Regional Chamber of Commerce at [www.dtrcc.com](http://www.dtrcc.com).

**Note: Crafter's must include a photo of the crafts you intend to display/sell with the application.**

**CONTACT INFORMATION**

**Business Name:**

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**Contact Name:**

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**Address:**

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**City/State/Zip:**

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**Phone: Day:**  \_\_\_\_\_ **Cell:**  \_\_\_\_\_

*\*Please check which phone number will be best to contact you on the day of the event.*

**Email:**

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**Website:**

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**INFORMATION ABOUT YOUR BUSINESS**

**Description of Business or Organization and what you will display, sell or provide:**

**Note: Crafter's must include a photo of the crafts you intend to display/sell with the application.**

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# DOWNINGTOWN FALLFEST GENERAL VENDOR APPLICATION

## PAYMENT INFORMATION

VENDOR SPACE (10' x 10') FEE	<i>(if paid by August 1<sup>st</sup>)</i>	\$75.00	\$_____
VENDOR SPACE (10' X 10') FEE	<i>(after August 1<sup>st</sup>)</i>	\$95.00	\$_____
2 <sup>nd</sup> VENDOR SPACE (10' X 10')	<i>(if paid by August 1<sup>st</sup>)</i>	\$75.00	\$_____
2 <sup>nd</sup> VENDOR SPACE (10'x10")	<i>(after August 1<sup>st</sup>)</i>	\$95.00	\$_____

## **EQUIPMENT RENTAL** (Optional)

TABLE RENTAL (8')	Quantity ____ X	\$10.00	\$_____
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Make checks payable to: **Downingtown-Thorndale Regional Chamber of Commerce (DTRCC)**  
(Memo: *Downingtown FallFest*)

Mail application, fee, and insurance certificate to:

Downingtown FallFest  
Downingtown-Thorndale Regional Chamber of Commerce  
216 E. Lancaster Avenue  
Downingtown, PA. 19335

**APPLICATION DEADLINE IS SEPTEMBER 7, 2018**

# DOWNINGTOWN FALLFEST GENERAL VENDOR APPLICATION

## GENERAL VENDOR REQUIRMENTS & RESPONSIBILITIES

### PLEASE KEEP THIS PAGE FOR YOUR REFERENCE

- Submitting an application does not guarantee your participation in Downingtown FallFest. **Early and late registration fees apply. Submit your application and payment by August 1<sup>st</sup> to receive the early payment discount. Fees increase after August 1<sup>st</sup>.**
- General vendor applications will be accepted on a first come, first served basis and as space permits. You may be contacted by the Chamber of Commerce for clarification or to discuss your application. Upon acceptance, your registration check will be deposited. The registration fee is non-refundable. You will be notified via e-mail on the status of your registration.
- You are responsible for bringing your ENTIRE booth set up including generators, tents, tables, and chairs. If you do not have tables of your own, the Chamber will have tables available for you rent (see page 3).
- Booths must comply with Downingtown Code Enforcement Safety Regulations, including weights. The regulations will be posted at [www.downingtowntownfallfest.com](http://www.downingtowntownfallfest.com).
- Electricity is not available. You will need to bring a generator if your booth requires electric power. Respecting your vendor neighbor, generators should have noise suppression.
- One booth space is approx. 10' x 10'. Vendor booth placement is at the discretion of the Chamber of Commerce. Vendors may be placed on Green Street or E. Pennsylvania Avenue. **Chamber members and sponsors receive priority booth placement.**
- No amplified sound may be permitted in your booth space.
- You are responsible to clean up your area. If after inspection at the end of the event, your space is deemed unclean, you will not be permitted to participate in future festivals.
- Setup/breakdown procedures will be e-mailed to you within one week prior to the event.
- If your application is incomplete, it will be mailed back to you and could result in you not participating in Downingtown FallFest.
- Please do not sell anything at your booth that is not listed on your application.
- You are expected to remain at the event until the end at 4pm, and follow the proper breakdown procedures. If you must leave the event early, please make prior arrangements with organizers. If an emergency arises on the day of the event and you must leave early, please find an event volunteer to assist you in leaving your area safely.
- Downingtown FallFest will be held on **Sunday, September 30, 2018**, RAIN or SHINE. There are NO REFUNDS unless Downingtown FallFest organizers cancel the event. *In the event of extreme hazardous weather, FallFest could be postponed until the following weekend (October 7<sup>th</sup>).*

**DOWNINGTOWN FALLFEST GENERAL VENDOR APPLICATION**

- The undersigned agrees to comply with Downingtown FallFest Rules and Regulations. Noncompliance will result in your removal from the event with no refund. The undersigned further certifies that he/she is the responsible party submitting this application and that he/she is authorized to 1) execute on behalf of the group, and 2) accept legal process on behalf of the group. The undersigned also agrees to indemnify and hold harmless the Downingtown FallFest Committee, Victory Brewing Company, the Borough of Downingtown and the Downingtown-Thorndale Regional Chamber of Commerce from any responsibility for damage, loss, or theft of goods related to his/her business.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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FOR OFFICE USE ONLY

APPLICATION RECEIVED: \_\_\_\_\_

APPROVED OR REJECTED: \_\_\_\_\_

SPACE NUMBER: \_\_\_\_\_

**Borough of Downingtown  
Municipal Government Center**

4-10 West Lancaster Avenue  
Downingtown, PA 19335-2800  
[www.downingtown.org](http://www.downingtown.org)  
Telephone 610-269-0344  
Fax 610-269-1580

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**SAFETY NOTICE**  
**BOROUGH CODE ENFORCEMENT**

**VENDOR RULES AND REGULATIONS**

- All canopies and temporary structures where cooking will be performed shall be listed and labeled in accordance with NFPA 701.
- All structures shall be erected within the area designated by the event coordinator.
- All structures where vegetable oils or animal fats are used for cooking shall provide a type "K" fire extinguisher. All extinguishers shall have a valid inspection tag.
- All structures shall be able to withstand uplift due to wind.
- All electrical cords shall be placed and secured as not to cause a tripping hazard. Any electrical cord that crosses a walking path shall be covered.
- Any vendor who utilizes a gas powered generator shall have a 2.5 lb. ABC fire extinguisher. The generator shall emit low noise levels, be in a proper operating condition, and utilize a GFCI on all extension cords.
- All fuel shall be stored in a safe manner within an approved container.
- It shall be the responsibility of each vendor to keep their area clean and free of trash and debris at all times.
- All vendors shall have their structure set up at least 1 hour prior to the start of the event and prepared for inspection.
- All food and beverage vendors shall obtain a valid license from the Chester County Department of Health.
- Propane tanks shall be secured in place to protect from impact and shall be kept at least 10 feet away from any cooking appliance or open flame.

**Any vendor found to be in violation of any of these regulations will be told to cease their operation.**