



# GENERAL VENDOR APPLICATION

We are proud to present Downingtown FallFest 2020 which will be held on **Sunday, September 27, 2020**. 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 large crowd throughout the day. 2020 is our 11<sup>th</sup> Annual FallFest and promises to be our best yet!

**Early and late registration fees apply. Submit your application and payment by July 31<sup>st</sup> to receive the early payment discount. Late registration fees begin on August 1<sup>st</sup>.**

Thank you for applying to be a General Vendor at 2020 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 [splaughter@dtccc.com](mailto:splaughter@dtccc.com).**

## DIRECTIONS TO APPLY AS A GENERAL VENDOR AT 2020 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. *Small vendors 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.**

# DOWNINGTOWN FALLFEST GENERAL VENDOR 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')	<i>(if paid by July 31<sup>st</sup>)</i>	\$80.00	\$ _____
VENDOR SPACE (10' X 10')	<i>(August 1<sup>st</sup> and after)</i>	\$100.00	\$ _____
2 <sup>nd</sup> VENDOR SPACE (10' X 10')	<i>(if paid by July 31<sup>st</sup>)</i>	\$80.00	\$ _____
2 <sup>nd</sup> VENDOR SPACE (10'x10")	<i>(August 1<sup>st</sup> and after)</i>	\$100.00	\$ _____

## **EQUIPMENT RENTAL (Optional)**

TABLE RENTAL (8')                      Quantity \_\_\_\_ X                      \$10.00                      \$ \_\_\_\_\_

**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  
257 W. Uwchlan Avenue, Suite 217  
Downingtown, PA. 19335

**APPLICATION DEADLINE IS SEPTEMBER 11, 2020**

# DOWNINGTOWN FALLFEST GENERAL VENDOR APPLICATION

## GENERAL VENDOR REQUIREMENTS & 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 July 31<sup>st</sup> to receive the early payment discount. Late registration fees begin on 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. Respect 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 27, 2020**, 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 4<sup>th</sup>).*

**DOWNTOWN FALLFEST GENERAL VENDOR APPLICATION**

- The undersigned agrees to comply with DOWNTOWN 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 DOWNTOWN FallFest Committee, Victory Brewing Company, the Borough of DOWNTOWN and the DOWNTOWN-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: \_\_\_\_\_