



Exhibitor/Vendor Application



Saturday, April 22, 2017, 9am-3pm

Name:		Company:	
Address:			
City:	State:	Zip Code:	
Phone:	Email		
Website:		Pa Sales Tax License #:	
Product Description:			

Rates for 10x10 space before March 1	Rates after March 1
For-Profit \$50	For - Profit \$75.00
Non-Profit \$40	Non - Profit \$65.00

Please note that vendors are responsible for tables, chairs and tents. MEDF will not provide set-up furniture.

My group would like to volunteer for this event.

Please send me literature about this event to have at my business location!

We want to promote you!!! Please include a hint or tip we can use on our Facebook Page. We will credit your business.

A Certificate of Insurance must be provided to MEDF. The certificate must be mailed from your insurance carrier or agent directly to MEDF. The agent or carrier must provide a contact name, address and phone number.

The fee must accompany the application and be received by April 1, 2017. **Checks should be made payable to Downtown Mechanicsburg Partnership.**

Applications received after April 1, 2017 will be reviewed and will be returned unprocessed if there is no space available. Any incomplete applications, missing tax ID #'s or insurance certificate will result in permits not being issued to the applicant or applicant's organization. No refunds are granted due to inclement weather. Permits are issued at the discretion of the MEDF.

I have read the attached rules and agree to abide by them. I understand that failure to comply will result in being issued a permit or removed from the event or borough.

Return completed application to:
Mechanicsburg Earth Day Festival,
Downtown Mechanicsburg Partnership
c/o The Rosemary House
120 S Market Street
Mechanicsburg, PA 17055
(717) 697-5111

MechEarthDayFest@gmail.com



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Signed _____ Dated _____

Exhibitor Rules and Provisions

1. This is a Zero-waste Event. We require all vendors to use recycled or biodegradable packaging. Since this is a zero-waste event, vendors are encouraged to pass out promotional materials only to those who are interested. Trash is not to be left behind. Take it with you when you depart. Or put it in the appropriate recycling container. Zero-waste is the goal – please help us to achieve this!
2. Set up Times as follows: Saturday - 7-8:30am. At 8:30 the route must be clear of all cars and large equipment. Event hours Sat 9am-3pm. Booth Locations and Parking information will be emailed the week of the event.
3. The following are strictly prohibited:

Styrofoam	Plastic cups and plates	Plastic Bags (unless biodegradable)
Alcoholic Beverages	Obscene Material	Fireworks
Knives & Num-Chucks	Throwing Stars	Weapons of any kind
Drug Related Items	Open Flames (accept for cooking)	
String Spray	Balloons (unless biodegradable)	
4. All vendors selling items must have a current certificate of insurance with the Mechanicsburg Earth Day Festival (MEDF)/Downtown Mechanicsburg Partnership named as the additional insured on a commercial general liability policy. Mail a copy to the Downtown Mechanicsburg Partnership as per the instructions on the application.
5. All vendors selling items are responsible for securing a PA Sales Tax License and furnishing the license number with your application if you are selling a product. The number to call for a tax number is 717-783-1405 (PA Department of Revenue).
6. No refunds after April 1, 2017. There are no rain dates for the event and refunds are not given for inclement weather. Please be prepared to bring a tent in case of rain.
7. Electricity is not provided. No Generators.
8. The Mechanicsburg Earth Day Festival and the Downtown Mechanicsburg Partnership assumes no liability for lost, damaged or stolen property or merchandise.
9. Failure to comply with these rules and guidelines will result in immediate expulsion from the event and borough.
10. All vendors must complete the entire application (attached). One application per vendor. Please read the entire application carefully.

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