



Exhibitor Application

Saturday, April 15, 2023, 9am-3pm
Our 13th year!!

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

| Rates for 10x10 space before March 1 st , 2023 | Rates after March 1 st , 2023 |
|---|--|
| For-Profit \$60 | For - Profit \$85.00 |
| Non-Profit \$50 | Non - Profit \$75.00 |
| Farmers Market (direct farm sales) \$50.00 | Farmers Market (direct farm sales) \$75.00 |

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.

We want to promote you! Include a hint or tip about your business or product that we can use on our Facebook Page:

2023 Recycling Event! --- Do you accept any recycling/ reuse at your booth or place of business?

Do you plan to offer a special activity during the Earth Day Festival we will promote it?

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, 2023. **Checks should be made payable to Downtown Mechanicsburg Partnership.**

Applications received after April 1, 2023 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.

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



Exhibitor Application

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.

Signed _____ Dated _____

Exhibitor Rules and Provisions

We are happy to have you as a part of this Family and Earth Friendly Event!!

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. (Pack it in – Pack it out!) Or put it in the appropriate recycling container. Zero-waste is the goal – please help us to achieve this!
2. Food vendors in order to maintain our goal of ZERO Waste. We require all foods to be in recyclable, biodegradable packaging. A possible source for this type of packaging is www.GreenLinePaper.com
3. 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.
4. The following are strictly prohibited:

| | | |
|---|--|---|
| Styrofoam Alcoholic Beverages Knives & Num-Chucks Drug Related Items String Spray | Plastic cups and plates Obscene Material Throwing Stars Open Flames (accept for cooking) Balloons (unless biodegradable) | Plastic Bags (unless biodegradable) Fireworks Weapons of any kind |
|---|--|---|
5. 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.
6. 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).
7. No refunds after April 1, 2023. 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. Also please be prepared to weight down your tent in case of wind!
8. Electricity is not provided. No Generators.
9. The Mechanicsburg Earth Day Festival and the Downtown Mechanicsburg Partnership assumes no liability for lost, damaged or stolen property or merchandise.
10. Failure to comply with these rules and guidelines will result in immediate expulsion from the event and borough.
11. All vendors must complete the entire application (attached). One application per vendor. Please read the entire application carefully.

If you have any questions or concerns – don't hesitate to ask. Contact info is below:

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