

43rd Annual OLDE YORK STREET FAIR
Sunday, May 13, 2018 – 12:30 p.m. to 6:00 p.m.

**APPLICATION for
NON-PROFIT / INFORMATION VENDORS
(NON-FOOD BOOTHS)**

\$10 non-refundable application fee PLUS

\$90 per 15x10-foot booth space

**IF YOU ARE SELLING FOOD AT YOUR BOOTH, PLEASE
COMPLETE THE FOOD VENDOR FORM INSTEAD**

OFFICIAL USE ONLY

Date Received _____

Check Number _____

Amount \$ _____

Accept/Reject _____

of Spaces Requested _____

Location _____

**CERTIFICATE OF INSURANCE MADE OUT TO CITY OF YORK OR
SIGNED ACCEPTANCE OF RESPONSIBILITY DISCLAIMER MUST ACCOMPANY THIS APPLICATION**

P L E A S E P R I N T

1. Name of non-profit organization/group _____

Description of group's activities _____

Contact person's name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Website _____

Facebook page _____

2. If your organization/group will be distributing organization/group materials or selling organization/group items, list them here (**ALL ITEMS MUST BEAR ORGANIZATION LOGO**):

3. Pennsylvania Sales License Number _____ (REQUIRED IF SELLING)
NO APPLICATION CAN BE ACCEPTED WITHOUT A CURRENT PA SALES LICENSE #

4. REFUNDS: The Olde York Street Fair will be held rain or shine. Fee will NOT be refunded due to inclement weather. No refunds for cancellations after April 1, 2018.

5. **Space reservations will be processed as follows:**

If you are requesting the same space you used at the 2017 Olde York Street Fair, your completed application must be received at our office on or before 4:00 p.m. Friday, March 2, 2018.

If you would like a change of location from what you had at the 2017 show, your application must be received at our office on or before 4:00 p.m. Friday, March 23, 2018.

If at all possible, people requesting their 2017 location will be given that same space for the 2018 show. People requesting a change of location from their 2017 space will be processed next, followed by new applications in date received order. **APPLICATIONS RECEIVED AFTER MARCH 23rd WILL BE ACCEPTED ON A SPACE AVAILABLE BASIS UNTIL 4:00 P.M. FRIDAY, APRIL 6, 2018.**

6. Rental fee is **\$90 per booth plus \$10 non-refundable application fee.**
 Booth size is 15' long and 10' deep and all items must fit within this space.
 Make check payable to **York City Recreation & Parks.** (\$25 fee for checks returned for insufficient funds)

Total number of spaces requested: _____ x \$90	\$
Plus \$10 application fee	\$10.00
Total amount due	\$

7. If you are requesting the same space as last year, please enter that location here:
 Street: _____
 Block: _____ Space #: _____

If you register and do not show up for the event, you forfeit your booth location for the next year.

8. If you want a new location, describe new location or address: _____
9. Have you participated in the Olde York Street Fair before: _____ No _____ Yes, in _____.

STATEMENT OF UNDERSTANDING (Must be signed by organization head or application will be returned) I certify that my organization/group sales of organization/group related items is to benefit my non-profit organization/group. I fully understand and agree to abide by the rules and requests of York City Recreation & Parks and the Olde York Street Fair. If my application is accepted I realize my/our failure to comply with these rules may result in disciplinary action subject to the discretion of York City Recreation and Parks and/or the Olde York Street Fair Committee. I also understand that York City Recreation and Parks and/or the Olde York Street Fair reserves the right to approve or deny any or all applications as they deem appropriate.

 PRINT Organization head name Organization head signature

DISCLAIMER (Must be signed or application will be returned.) Applicant and members and associates of his/her organization agree to indemnify and hold harmless the Olde York Street Fair and the City of York and its agents from and against all claims, losses, liabilities, and expenses, including attorney's fees and court costs, arising from any circumstances occurring during the Olde York Street Fair.

 Organization head signature

PLEASE BE SURE TO READ THE RULES AND GUIDELINES ENCLOSED WITH THIS APPLICATION. CHANGES HAVE BEEN MADE THAT YOU NEED TO BE MADE AWARE OF FOR THIS YEAR'S EVENT.

Send application form and fee by deadline to:
 Olde York Street Fair
 York City Recreation & Parks
 101 S George St., P.O. Box 509
 York PA 17405

GUIDELINES FOR NON-PROFIT VENDORS

1. The intent of the Olde York Street Fair is to offer craftspeople and non-profit charitable and educational organizations an opportunity to sell their handiwork and/or food to raise money for their cause or organization.
2. The following types of participation are allowed at the Olde York Street Fair.
 - Handcrafted products created by the exhibiting artisans (“for profit” vendors)
 - Displays by non-profit groups
 - Displays by political candidates to provide information to voters
 - Non-profit sale of food, beverages, and organizational related items by non-profit organization.
 - Store owners or permanent street vendors along route of Street Fair.
 - Demonstrations of quality crafts, special food vendors, or permitted novelty vendors as contracted by the City of York.
 - Event sponsors
3. The Olde York Street Fair is a rain or shine event. Be prepared for rain with adequate covering and items to weigh down your booth in case of wind. No refunds will be given for inclement weather.
4. No electricity will be available. Any power needs must be the responsibility of the booth vendor. **Only whisper quiet generators are permitted.** If a non-whisper quiet generator is used, vendor may be asked to leave event. Those not complying with this guideline will not be allowed to participate in future Olde York Street Fairs even if they are allowed to remain at the present event.
5. Individuals or groups representing a political candidate will be allowed to display information about their candidate and provide giveaways and organizational related items **bearing the organization's logo only.** Political candidates are not allowed to sell items at the event. **Please use the Political Candidate application form.**
6. Individuals or groups representing non-profit organizations will be allowed to display information about their group, sell food and beverages as well as organizational related items **bearing the organization's logo only.** **If you are selling food, please use the food vendor application form.**
7. No subletting of space is allowed.
8. **NO PETS**, no boom boxes, no bikes, no skateboards, no in-line or roller skates.
9. All waste generated by booth vendor must be taken home by vendor
10. The Olde York Street Fair officially runs from 12:30 to 6:00 p.m. **Booth set up begins at 8:30 a.m.** **Registration assistance, restroom facilities, etc. will not be available until 8:30 a.m.** Informal selling of craft or food items before the start time detracts from the event and creates a lower caliber event overall. Therefore, pre-event start time sales will not be permitted. Please use extreme courtesy for area residents and church services and minimize noise at these locations. **You must be unloaded and your vehicle removed from the festival area by 11:30 a.m.**
11. Bring all your own equipment (chairs, tables, tablecloths, canopies). All tables must have table covering to sidewalk and **all items must fit within your assigned booth space (15’ wide by 10’ deep).**
12. Names of all vendors selling merchandise will be forwarded to the Pennsylvania. Department of Revenue. **ALL VENDORS MUST HAVE A CURRENT PENNSYLVANIA SALES TAX LICENSE (PERMANENT OR TEMPORARY). YOU CANNOT BE ACCEPTED WITHOUT A VALID LICENSE NUMBER.**
13. Insurance or waiver must be provided by all vendors. The Olde York Street Fair assumes no liability for any accidents to property or persons from the merger of commercial food vendor and non-profit agency or organization. Certificate **must** name City of York as insured party.

14. Representatives of the Olde York Street Fair will visit all booths to review stands' compliance with guidelines. Those not complying with guidelines could be requested to leave the event and event premises.
15. Vendors who do not comply with the guidelines of the event will not be allowed to participate in future Olde York Street Fairs even if they are allowed to remain at the present event.
16. If you are admitted to the 2018 Olde Street Fair and are not present, you forfeit your same space number for future York City Olde York Street Fairs.

MAILING ADDRESS:
York City Recreation & Parks
101 South George St., P.O. Box 509
York PA 17405-0509
(717) 854-1587
events@yorkcity.org
www.yorkcity.org/OldeYorkStreetFair

www.Facebook.com/YorkCitySpecialEvents
www.Twitter.com/YorkCityEvents
www.Instagram.com/YorkCitySpecialEvents
#OYSFyork

GPS location for Continental Square: One West Market Street, York, PA 17401
(The show is located in several blocks adjacent to this address. Not to be used for mailing address.)