

25th ANNUAL NEWVILLE FOUNTAIN FESTIVAL CRAFT VENDOR CONTRACT

Come join Newville for our 25TH Annual Fountain Festival to be held on Friday and Saturday, June 17-18, 2022. A food court, street fair with art and craft vendors, community service organizations, the library book sale and live music throughout the day are just some of the events planned for this year's Fountain Festival. The Fountain Festival Committee will be hosting craft and antique vendors as well.

SHOW LOCATION: Big Spring Avenue and Parsonage Street
Newville, Pennsylvania 17241

Newville Borough is located approximately 11 miles west of Carlisle, 11 miles east of Shippensburg on State Route 641, and State Route 233 and 4 miles north of I-81.

DATES: Friday June 17, 2022 from 4:00PM to 10:00PM and Saturday, June 18, 2022 from 8:00AM to 3:00PM
-RAIN or SHINE- ****Please see Inclement Weather policy****

CRAFT SHOW TIMES: **Saturday:** Set-up: 6:00AM.to 8:00AM
Show: 8:00AM to 3:00PM
Clean-up: 3:00PM to 4:30PM
Streets must reopen by 5:00PM

*All vehicles entering the set-up area and must register with the WEMA Truck located at the corner of West Street and Glebe Avenue. Please enter West Street from West Main Street. A WEMA volunteer will escort you to your assigned space. **MUST UNLOAD THEIR VEHICLES IMMEDIATELY AND PROCEED TO THE PARKING AREAS PRIOR TO DISPLAY SET-UP.** The sidewalk directly behind your assigned space may be used to store crafts and display equipment during the set-up period. All vehicles must be off the streets prior to 8:00 a.m. **NO EARLY DEPARTURES.** All clean-up must be finished and vehicles off the streets by 4:30 p.m. All debris must be cleaned up and taken from stands.

VENDOR FEES:	Single space	10'x10'	\$40.00
	Double space	10'x20'	\$60.00
	Triple space	10'x30'	\$80.00

- ❖ **New vendors (those who were not present at the 2019 show) must submit three (3) photographs or slides showing their display in its entirety and their work with the craft vendor contract.**
- ❖ Exhibitors are required to arrive during the set-up times and have their displays complete, attended and open to the public during the entire hours of the show. No exhibitors are to take down their display/work before the closing of the show. Each exhibitor is responsible for cleaning-up their booth/stand area. **It is strongly recommended that vendors weatherproof their stand in case of high heat or rain.**

- ❖ 10 feet open space will be left between each vendor.
- ❖ Exhibitors must furnish their own display in its entirety. The display should reflect and enhance the quality of your work/items (back-up stock, boxes, etc. stored out of sight; backdrops and tablecloths to the ground are highly recommended.) No pets are allowed at the show.
- ❖ It is the responsibility of each exhibitor to collect and report the 6% Pennsylvania Sales Tax.
- ❖ Applications must be returned by May 13, 2022.
- ❖ Your canceled check will indicate receipt of your application.
- ❖ The WESTERN EMERGENCY MANAGEMENT ASSOCIATION, FOUNTAIN FESTIVAL COMMITTEE, NEWVILLE BOROUGH, its members and officers, shall not be held liable for failure to perform or fulfill its contractual obligations provided such failure is caused, occasioned, or furthered by closures of site locations due to any cause or causes beyond its control.
- ❖ The WESTERN EMERGENCY MANAGEMENT ASSOCIATION, FOUNTAIN FESTIVAL COMMITTEE, NEWVILLE BOROUGH, its members and officers, shall not be held liable for damages for the loss or injury caused by products sold or exhibited by exhibitors. Insurance for such loss, damages or injury shall be the sole responsibility of each exhibitor at their own cost.
- ❖ **Inclement Weather Policy** – The Festival will proceed as scheduled Rain or Shine with the following condition. In the event that there is severe weather **and** a forecast of daylong rain at set-up time, vendors will be placed in spaces on first-come, first-serve basis. Vendors will also be allowed to keep one (1) vehicle with them. The Fountain Festival committee will be the sole determiners of this situation. Under no other circumstances will vehicles be allowed within the Festival boundaries. A decision to invoke the inclement weather policy will be made at 8:00 a.m. the day of the show by the Festival Committee after evaluating forecast and number of vendors who have arrived.
- ❖ **Refund Policy** – Applicants may request a full refund up until May 20, 2022. No refunds will be given after that date.

We hope that you will join us for our show. Please do not hesitate to contact us if you should have questions. We look forward to your participation. Thank you.

For more information, please contact: Fred Potzer (717)776-7633

Email: newvilleboroughmanager@comcast.net

PLEASE KEEP THIS INFORMATION FOR YOUR REFERENCE

Vendor parking is available at the Zion Church Parking Lot or the Newville Elementary School Parking Lot, both are located on West Street, two blocks north of the festival area.

**THEME FOR THIS YEAR'S FESTIVAL IS:
"25 Years of Fountain Festival Fun"**

CRAFT VENDOR CONTRACT 2022 NEWVILLE FOUNTAIN FESTIVAL

Your application will be reviewed carefully. All questions must be answered or your application will not be considered. **New vendors must also submit three photos with their application.** Please return application and fee by **May 13, 2022.**

Name of Vendor: _____

Address: _____

Phone: _____ E-mail: _____

Tax ID# _____ Returning vendor? Yes ___ No ___

Do you desire same space as last year? Yes ___ No ___

Type of Vendor: ___ Original handmade crafts ___ Manufactured craft
 ___ Antiques

Please give a description of your craft or antiques (furniture, jewelry, etc.) and provide photos: _____

Space Size:	10'x10'	\$40.00	_____
	10'x20'	\$60.00	_____
	10'x30'	\$80.00	_____

Amount enclosed \$ _____ (Check or Money Order Only, No Cash or Credit Cards will be accepted)

Make check payable to: **NEWVILLE FOUNTAIN FESTIVAL**

MAIL APPLICATION AND FEE TO: Newville Borough Office
 Attn: Newville Fountain Festival Committee
 4 West Street
 Newville, PA 17241

FOR MORE INFORMATION CALL or EMAIL: Newville Borough Office (717)776-7633
 newvilleboroughmanager@comcast.net