



December 6 – 8, 2019

# A Gettysburg Christmas Festival

## Food Vendor Application

The search is on for creative vendors to populate the streets of Gettysburg during the second annual A Gettysburg Christmas Festival community-wide event. While the festival spans three days, vendors will be present on **Saturday, December 7, 2019 from 10 a.m. to 9 p.m. ONLY**. Please review the following guidelines prior to applying:

- Vendors are juried for unique food that will contribute to the overall experience for Festival attendees.
- Vendors are strongly encouraged to decorate their booths in winter festival themes.
- Vendors are responsible for their own equipment (tables, chairs, generators, displays, etc.).
  - **Electricity is not available.** Please do not request electric from business owners or home owners. Vendors are responsible for their own lighting.
- Vendors are expected to be operational for the entire day (10 a.m. to 9 p.m.) Set up time is from 7 a.m. to 9:45 a.m.

### Application Process:

1. Please submit your application by **August 23, 2019** for consideration for the 2019 Festival. Do not assume admission. All applications will be juried.
2. Notification of acceptance will be made by **September 27, 2019** via email or phone call.
3. If accepted, all necessary documentation and \$100.00 vendor fee will be due by no later than **October 25, 2019**.

**Once notified that a vendor is accepted into the Festival, a prepaid Booth/Space fee of \$100 is required.**

Cost includes:

- Two on-street parking stalls (for booth space – approximately 8' x 36')
  - Personal vehicles must be moved to the designated parking area after set-up
- Transient Retail Business License (one-day)

**Once accepted into the Festival, vendors will need to provide proof of the following:**

- Liability Insurance – Adding Gettysburg Borough and Main Street Gettysburg, Inc. as additionally insured (\$1,000,000)
- Tax Identification Number
- Health Inspection License

**Booth/Space fees will not be refunded, for any reason, after November 1, 2019.**

# A Gettysburg Christmas Festival

Food Vendor Application  
December 7, 2019

Organization/Business \_\_\_\_\_ Contact Person \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_ Website \_\_\_\_\_

**Application Requirements:** All applicants are subject to the jury process. Any application not including all requested information will be considered incomplete.

**Please include the following with your applications materials:**

\_\_\_\_\_ Color photos of your product(s)

\_\_\_\_\_ Color photos of your booth and/or display presentation

**Please describe the product(s) you will be selling at the Festival:**

For questions, please email [agcfprograms@gmail.com](mailto:agcfprograms@gmail.com)

Please send your completed application and photos via email to the above address OR mail to:

Main Street Gettysburg  
59 East High Street  
Gettysburg, PA 17325

**DEADLINE IS  
August 23, 2019**

Signature \_\_\_\_\_ Date \_\_\_\_\_

My signature indicates that I understand and agree to the juried application process.

Applicant and participants hereby release all parties involved, including Main Street Gettysburg, Inc., its committee and the Gettysburg Borough from any and all liabilities, and any losses due to weather, lack of business, or any other reason.