



## 2023 Vendor Application

***When: 1st Thursdays, 5:00 pm – 8:00 pm***

***Where: Downtown Manheim, PA***

<b>SET-UP</b>	<ul style="list-style-type: none"><li>• Day of event from 4 pm-5 pm</li></ul>
<b>FEES</b>	<ul style="list-style-type: none"><li>• \$25 per event for vendors who are not members of the Manheim Area Chamber of Commerce. Member individuals and businesses will not be charged as long as their displays only relate to the activities to which their membership applies. Checks should be made payable to the Manheim Area Chamber of Commerce.</li></ul>
<b>SALES</b>	<ul style="list-style-type: none"><li>• All items being sold/displayed must be in booth space.</li></ul>
<b>WEATHER</b>	<ul style="list-style-type: none"><li>• The event will not be cancelled because of rain, but you are permitted to not participate due to weather.</li><li>• If weather prevents us from hosting what is deemed a "safe event", you will be notified.</li></ul>
<b>CRITERIA</b>	<ul style="list-style-type: none"><li>• Vendor space is limited. Priority is given to first applicants and to members of the Manheim Area Chamber of Commerce.</li><li>• Vendors who do not show up (unless due to weather) may lose their positions in future months.</li><li>• Direct sales vendors will not be approved to participate.</li></ul>
<b>APPLICATION</b>	<ul style="list-style-type: none"><li>• Please sign and return the supplied application with any applicable payments to: <b>Manheim Area Chamber of Commerce</b> <b>280 S Oak Street</b> <b>Manheim, PA 17545</b> <b>Email: <a href="mailto:info@manheimchamber.com">info@manheimchamber.com</a></b></li></ul>

Please keep this cover sheet for your information!

## ***General Information***

The Manheim Area Chamber of Commerce strives to maintain a balance and diversity in vendor offerings. All applications and products are reviewed so that we may maintain this balance. Our goal is to keep standards high and promote a safe, successful and fun event. The policies and regulations set forth in this document are designed to maintain order and to regulate activities in the downtown area.

## ***Conditions***

1. Allocations will be assigned by the Manheim Area Chamber of Commerce. The assigned locations will be on the outer sidewalks of Market Square and potentially the Mini Park. During cold weather months, vendors may be moved to an indoor location.
2. Vendors are required to keep a neat, presentable booth at all times. Empty boxes and trash will not be permitted around the booth. If you are selling items that generate trash, trash receptacles must be included in your setup.
3. Vendors using tents or canopies must use weights to secure their tent for the sake of safety—that of visitors, neighboring vendors, and themselves.
4. It is the sole responsibility of each vendor to obtain the applicable and appropriate state and local licenses and permits as well as payment of taxes pertaining to their operation.
5. The Manheim Area Chamber of Commerce will not provide access to electric or water.
6. Vendor agrees to hold the Manheim Area Chamber of Commerce and Manheim Borough harmless for any injury, theft or other loss that may occur to property or person during the load-in/set-up, event, and break-down/load-out of the event.
7. Approved vendors are to display and sell only their own products and services as described and submitted in the application on the following page. Separate businesses may not display or vend from an approved vendor's space without approval from the Manheim Area Chamber of Commerce.
8. Vendors are not to begin striking their display until 8pm. Exhibits must remain open until event closing, even if exhibitor is sold out. Vendors who leave early may not be invited to participate in future months.

## ***Questions***

Please contact Kristie Schmid with all questions at (717) 665-6330 or [info@manheimchamber.com](mailto:info@manheimchamber.com). All applications should be mailed or emailed using the following information: **Manheim Area Chamber of Commerce, 280 S Oak Street, Manheim, PA 17545 / Email: [info@manheimchamber.com](mailto:info@manheimchamber.com)**





## 2023 Vendor Application

*When: 1st Thursdays, 5:00 pm – 8:00 pm*

*Where: Downtown Manheim, PA*

**Business Name** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**Email** \_\_\_\_\_

**Cell Phone** \_\_\_\_\_

**Website** \_\_\_\_\_

**Facebook** \_\_\_\_\_

**Instagram** \_\_\_\_\_

**What will be your display size? (circle one)**    *6' table*    *8' table*    *10' tent*    *Other* \_\_\_\_\_

**Describe what your display will offer:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Which dates are you interested in applying for?**

- ☐ April 6
- ☐ May 4
- ☐ June 1
- ☐ July 6
- ☐ August 3
- ☐ September 7
- ☐ October 5

# Acknowledgement/Waiver

I, \_\_\_\_\_, hereby affirm that I have been well advised and thoroughly informed of the inherent hazards and policies of the event. I know that by participating in the Manheim Area Chamber of Commerce's 1st Thursdays, I am exposing myself to certain known and unknown liabilities in my direct and indirect actions with the public and attendees of this event. I also understand that if I choose to hire help for the event, that I am directly responsible for their actions or injury. I hereby personally assume all risks associated with my voluntary participation in this event for any harm, injury or damage that may befall me or any employee or temporary help, as a result of my participation, whether foreseen or unforeseen.

I understand and agree that the Manheim Area Chamber of Commerce and Manheim Borough, located in Lancaster County in the state of Pennsylvania, may not be held liable in any way for any occurrence in connection with my participation in 1st Thursdays that may result in injury, death, or other damages to me or my family, heirs, or assigns, and in consideration of being allowed to participate in this event.

I hereby personally assume all risks in connection with said event for any harm, injury, or damage that may befall me, including all risks connected therewith, whether foreseen or unforeseen; and further to save and hold harmless said event and persons from any claim by me, or my family, estate, heirs, or assigns arising out of my participation in this event.

I further state that I am of lawful age and legally competent to sign this affirmation and release, or that I have acquired the written consent of my parents or guardians; that I understand the terms herein are contractual and not a mere recital; and that I have signed this document of my own free will.

It is my intention by this instrument affirmed by my signature below to exempt and release the Manheim Area Chamber of Commerce and Manheim Borough from all liability whatsoever for personal injury, employer's liability and workers' compensation, property damage or wrongful death arising out of or in the course of my participation in this event.

I have read and understand and will abide with the Manheim Area Chamber of Commerce's 1st Thursdays general information, procedures, rates and conditions.

**Company** \_\_\_\_\_

**Signature/Date** \_\_\_\_\_

**Printed Name** \_\_\_\_\_

