



Winery/Distillery Vendor Application  
Saturday, May 18, 2024, 3:00- 6:00 pm  
Market Square, Manheim, PA

Vendor Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Please specify in detail what you will be sampling: \_\_\_\_\_

Please specify in detail what you will be selling: \_\_\_\_\_

**Electricity needed:** circle Yes or No

**Booth space needed:** circle one 10 x 10 or 10 x 20

**Ice:** 20 lb bags are available to purchase for \$6 per bag. Would you like to purchase ice?

Circle Yes or No If yes, how many bags?

**Please mail payment to MACC, 280 S Oak St, Manheim PA 17545:**

☐ Payment of \$75 (plus payment for bags of ice, if applicable)

**Please email the following to [info@manheimchamber.com](mailto:info@manheimchamber.com):**

- ☐ Proof of Insurance (see next page)
- ☐ PLCB special occasion permit
- ☐ Completed application
- ☐ Logo in jpg or png format

I verify that I have read, understand, and agree to abide by the following terms and conditions.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Vendor Eligibility/Requirements:** All vendors may apply. Festival Management may deny any application without explanation. You will not be considered approved until your application, payment and insurance forms are received. These are all due **NO LATER THAN SAT, March 16, 2024.**

**Booth Assignments:** Booth locations are at the sole discretion of Festival Management.

**Booth space/set up:** The venue will open on Saturday, 5/18, at 12:30 pm for set-up. **All spaces must be tented.** Please bring your own tent, table and chairs and be set up and **ready to serve by 2:15.**

**Vehicles:** Due to the nature of Market Square, NO vehicles will be permitted to remain in the area during the festival. Once set up is complete, you must move your vehicle to a municipal parking lot.

**Trash/Recycling:** While we will have trash receptacles available, please help us by breaking down any cardboard and disposing of trash and recycling in the proper areas at the end of the event.

**Electricity:** GENERATORS ARE NOT PERMITTED. There will be limited electrical outlets available to use, please check above if you require electricity. Please bring your own extension cords and power strips if needed.

**WIFI:** Will be provided

**Insurance:** Proof of general liability insurance is required. Certificate of insurance with commercial general liability limits for premises/operation and products liability in the amount of \$1,000,000. In addition, the Certificate of Insurance must show liquor liability limits in the amount of \$1,000,000. The Manheim Area Chamber of Commerce and Manheim Borough MUST be named as an additional insured. **If your current COI expires before 5/18/24, please see that we get an updated copy ASAP.**

**Sales Tax:** Collecting and reporting of the 6% PA Sales Tax is the responsibility of the vendor.

#### Terms & Conditions

1. Festival Management will not be liable for any refunds.
2. Festival Management reserves the right to relocate any vendor at any time for the benefit of the show.
3. The actual occupation of the space is of the essence. In the event the vendor shall not occupy said space, Festival Management is authorized to occupy or cause said space to be occupied in the best interest of the event without any refund or allowance to the vendor and without in any way releasing the vendor from any liability. The vendor expressly agrees to pay the Festival Management the full sum hereinabove set forth.
4. Vendor shall not, without prior written consent of the Festival Management, assign or sublet such space, or any part thereof, or move out his/her display before official closing of said show.
5. The conditions, rules and regulations adopted by Festival Management are made a part hereof and incorporated herein, and the vendor agrees to be bound by each and every one of them; and the

Festival Management shall have full power in the matter of interpretation and amendment and enforcement of all said conditions, rules and regulations.

**6. Booths must be staffed by those age 21 and up, at all times.**

7. Vendors are able to give samples and sell products.

8. You will be notified about your booth location, check in process and expected number of attendees at least two weeks prior to the event.

**Questions? Call Kristie at the Manheim Area Chamber of Commerce at 717-665-6330 or email [info@manheimchamber.com](mailto:info@manheimchamber.com).**