

**NEW CUMBERLAND OLDE TOWNE ASSOCIATION APPLE FESTIVAL  
SEPTEMBER 30, 2017 – 9:00 A.M. TO 3:00 P.M.**

**GENERAL RULES AND REGULATIONS**

Saturday, September 30, 2017 marks the 32nd New Cumberland Olde Towne Apple Festival. A maximum of 250 craft, game and food booths will be set-up at the Borough Park in New Cumberland, PA. With the exception of a limited number of New Cumberland related items or products to benefit New Cumberland, this is a handcrafted Art Festival; no commercially produced items can be sold by vendors. In light of the festival theme, first consideration will be given to apple-related foods, crafts/activities.

**SPACE/BOOTH INFORMATION**

1. All spaces are 12' X 12' square with a walkway on either side. Please ensure booths are neat and clean with no visible storage. Due to liability and space constraints, tents and other devices using ropes and stakes that extend to the side, front or back are prohibited. Displays that obstruct the view of the neighboring exhibits are prohibited. All display materials must be of flame-proof material and exhibitors must comply with all fire regulations.  
Name and number of vendor booth must be displayed at the booth at all times (this sign will be sent to the vendor with parking pass). Electricity is available at designated spaces only and must be contracted when sending in payment. Generators can only be used by food vendors. Vendors must put all their trash in the "vendor" dumpster in the park. See map enclosed.
2. Parking is available for vendors in designated locations at time of set-up and festival hours. Parking passes must be displayed in vehicle window to enter park – no exceptions. (Note: 1 pass – 1 vehicle per space) Parking in designated areas only. Violators will be ticketed and/or towed.

**SET UP MAY BEGIN FRIDAY, SEPTEMBER 29 FROM 2:00 P.M. TO 6:00 P.M. BOROUGH PARK OPENS AT 6:30 A.M. ON SATURDAY, SEPTEMBER 30. ALL BOOTH AREAS MUST BE COMPLETELY SET UP AND VEHICLES REMOVED BY 8:00 A.M. THE MORNING OF THE EVENT. For the safety of our guests, NO VEHICLE is permitted to leave the vendor area until 3:00 p.m. on September 30th. Park rules prohibit anyone from staying overnight in the park.**

3. Space/booth assignments are at the discretion of the Apple Festival Committee. Payment and signed application must be received by 09/15/17. For guarantee of same space as previous year application and payment must be received by May 31, 2017. Proof of Insurance must be received by September 15, 2017.

**VENDOR INFORMATION**

1. **FOOD VENDORS** – First preference will be given to apple related products with an emphasis on homemade foods. We strongly encourage vendors who demonstrate cooking to make apple related products. Applications for non-related foods (beef barbeque, etc.) and food traditionally related to festival events (funnel cakes, French fries, ice cream, etc.) will be considered.
2. **ARTS AND CRAFT VENDORS** – All work exhibited must be original and made by the displaying exhibitor. With the exception of New Cumberland themed merchandise, no commercially produced works, kits, patterns, or pre-fabricated forms are acceptable. The Apple Festival Committee reserves the right to require removal of any merchandise deemed not meeting these requirements.
3. **ACTIVITY VENDORS** - All applicants in this category will be evaluated on an individual basis.

**ALL VENDORS, MUST PUT ALL TRASH IN LARGE VENDOR DUMPSTER – SEE MAP FOR LOCATION.  
IMPORTANT - DO NOT USE SMALL RED TRASH BARRELS - IMPORTANT**

**INSURANCE** – The Olde Towne Association assumes no liability for festival activities except those conducted directly by members of the Olde Towne Association in the course of volunteer duties. Vendors will be responsible for their own liability requirements. By 09/15/17 you must provide a certificate of liability insurance naming the New Cumberland Olde Towne Association as "additional insured" current for the date of the Apple Festival – September 30, 2017. Insurance in the amount of \$300,000.00 is the minimum coverage.

**TAXES** – Collection and payment of all sales taxes required by law for this event will be the responsibility of the individual vendor.

**PARK RULES – PARK RULES PROHIBIT PETS IN THE PARK AND DISTRIBUTION OF POLITICAL OR RELIGIOUS MATERIALS. VIOLATORS WILL BE ASKED TO LEAVE.**