



FOR UPDATED INFORMATION ON THE FESTIVAL, ACTIVITIES, AND ALL NECESSARY VENDOR UPDATES, **FOLLOW THE EVENT ON FACEBOOK: "PHILLIPSBURG OLE TOWNE FESTIVAL"**

The 2024 Ole Towne Festival will be jam-packed with festival favorites and entertainment for attendees of all ages. live music, food and craft vendors, live bands, children’s activities, local vendors, food trucks, contests, a children’s show, and more. Of course, the festivities will conclude with a stunning fireworks show Saturday evening.

Thousands are expected to attend this year’s Ole Towne Festival and enjoy all the attractions in store. **Join in on the excitement as an official vendor during the weekend!** As an exhibitor, please review the following guidelines carefully to assure an atmosphere of fun for all our attendees:

1. THERE WILL BE NO BOTTLED WATER, SODA, OR ANY OTHERNON-ALCHOHOLIC BEVARAGE SOLD. FAILURE TO FOLLOW THIS RULE WILL RESULT IN EJECTION FROM THE FESTIVAL AND FEES WILL NOT BE REFUNDED. BEVERAGES WILL BE SOLD ELSEWHERE IN THE PARK.
2. ALL EXHIBITORS ARE SUBJECT TO THE APPROVAL OF THE COMMITTEE. YOU WILL RECEIVE AN EMAIL CONFIRMATION ONCE YOUR APPLICATION HAS BEEN APPROVED.
3. ANY CHANGES IN EXHIBITOR’S PROGRAM MUST BE APPROVED BY THE COMMITTEE.
4. ALL EXHIBITORS WILL BE PLACED AT THE DISCRETION OF THE COMMITTEE AND WILL RECEIVE IMPORTANT VENDOR INFORMATION VIA EMAIL THE WEEK BEFORE THE EVENT.
5. ALL EXHIBITORS MUST PROVIDE THEIR OWN TABLES, TENTS, WEIGHTS, GENERATORS, AND EXTENSION CORDS. WEIGHTS OR STAKES ARE REQUIRED FOR ALL TENTS.
6. ALL EXHIBITORS MUST COMMIT STAYING FOR THE DURATION OF THE FESTIVAL.
7. ALL EXHIBITORS MUST COMPLY WITH ALL STATE AND LOCAL VENDING GUIDELINES.
8. DAMAGE OR LOSS IS THE VENDOR’S RESPONSIBILITY AND NOT THAT OF THE CHAMBER, THE TOWN OF PHILLIPSBURG, OR THE OLE TOWNE FESTIVAL.

2024 FESTIVAL TIMES:

Saturday, June 22nd 2024 2-9pm

The 36th Annual Ole Towne Festival will be a grand time for all. We hope you can participate this year! If interested, please complete the registration form and send it back to Phillipsburg Ole Towne Festival, 158A Northampton Street, Easton, PA 18042

Festively Yours,
The Ole Towne Festival Committee
Roberta Bedo, Dustin Pierce, Sue Rodriguez, and Hailey Fritsch

YOUR PROUD FESTIVAL STAFF:
Caitlin Hamlin | caitlinh@lehighvalleychamber.org
Erin Deutsch | erind@lehighvalleychamber.org
Jessica O'Donnell-Gower | jessicao@lehighvalleychamber.org



VENDOR FORM

COMMITTEE USE ONLY
DATE RECEIVED: _____

Please Print

OLE TOWNE FESTIVAL 2024

Business: _____

Contact Person: _____

Street: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____

E-Mail: _____

PLEASE INDICATE THE NUMBER OF SPACES BEING RESERVED BELOW AND REMIT AN ACCURATE VENDOR FEE FOR THE NUMBER OF SPACES YOU REQUIRE.

	FOOD/ALCOHOL VENDOR 10X10	\$150 .00
	NON-FOOD/CRAFT VENDOR 10X10	\$75.00
	PHILLIPSBURG NATIVE CRAFT VENDOR 10X10	\$50.00
	NON-PROFIT 10X10 *501C3 identification required with application	FREE

DESCRIPTION & NATURE OF YOUR EXHIBIT— The Festival Committee reserves the right to limit vendors of like merchandise and reserves the right to remove objectionable merchandise.

Please make checks payable to: Phillipsburg Ole Towne Festival

THIS APPLICATION ALSO ACTS AS YOUR OFFICIAL CONTRACT AS A VENDOR FOR THIS FESTIVAL. SIGNING BELOW REQUESTS THAT A SPACE BE RESERVED AND THAT YOU HAVE READ, UNDERSTAND AND AGREE TO ALL TERMS LISTED IN THIS DOCUMENT. ALL DEPOSITS AND PAYMENTS ARE NON-REFUNDABLE AS THIS EVENT IS RAIN OR SHINE.

SIGNATURE

DATE

DEADLINE: FRIDAY, MAY 31, 2024 - \$15 late fee due for all forms submitted after this date.

PLEASE RETURN FORM VIA MAIL TO:
Phillipsburg Ole Towne Festival
158A Northampton Street
Easton, PA 18042

OR BY EMAIL TO:
CAITLIN — caitlinh@lehighvalleychamber.org
ERIN — erind@lehighvalleychamber.org
CHECK WILL NEED TO BE DROPPED OFF OR MAILED



Vendor Liability Agreement

I wish to participate as a vendor or associate in the Phillipsburg Ole Towne Festival. I agree to accept all liability and responsibility for any personal injury, property damage, loss, theft or any other harm suffered by myself or others arising from or otherwise incident to my participation in the Event.

_____ (*the Vendor*) shall indemnify and hold The Greater Lehigh Valley Chamber of Commerce and the Town of Phillipsburg, and their officials, directors, employees and agents harmless against all suits, claims demands and losses including costs, expenses and attorney’s fees incurred as a result of any act or omission, neglect or misconduct of the Vendor during the Event.

If you have liability insurance check here (___)

If so, provide certificate of insurance naming the Greater Lehigh Valley Chamber of Commerce as additionally insured.

What is the amount of your liability insurance? _____ (minimum \$500,000)

By signing this Agreement, the Vendor/Participant hereby requests the Greater Lehigh Valley Chamber of Commerce and the Town of Phillipsburg to reserve vendor space at the Event and affirms it has read, understands and agrees to all terms and provisions of this Document.

Print Name: _____

Signed: _____

Date: _____



VENDOR CHECKLIST:

- ___ Read Vendor Letter & All Instructions (pg. 1)
- ___ Complete Vendor Form, with check for vendor fee made out to
Phillipsburg Ole Towne Fall Festival (pg. 2)
- ___ Complete Vendor Liability Agreement (pg. 3)
- ___ Submit ALL necessary state and local forms and documentation to serve or
vend at this event
- ___ Provide Certificate of Insurance naming the Greater Lehigh Valley
Chamber of Commerce as an additionally insured

We look forward to having you at this year's Ole Towne Festival!

Questions?

Contact Caitlin Hamlin or Erin Deutsch

CaitlinH@lehighvalleychamber.org or
ErinD@lehighvalleychamber.org