



**2022 NAZARETH FALL FESTIVAL**  
**SATURDAY, OCTOBER 15<sup>th</sup>, 2022**  
**2:00 PM – 6:00 PM**  
*(No Rain Date)*

S. Main St. Nazareth (between Belvidere & Walnut Streets)

This event is in conjunction with the Nazareth Halloween Parade & Vigilance Hose #1.

**DEADLINE FOR VENDOR REGISTRATION IS SEPTEMBER 26, 2022.**

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**(Keep this Page for Your Records)**

Vendor spaces are 10'x 10'. If you require a larger area, you must reserve AND pay for multiple space(s). Canopies must be kept within space allowed. Set-Up Time is 11:30 AM to 1:30 PM. **Those who arrive earlier than 11:30 AM will be directed to wait. Spots will be assigned first-come, first-serve; we will not honor specific requests for spaces in 2022.** Vendors will need to be set up by 1:30 PM.

Please make checks payable to "GLVCC" and send to:

*Greater Lehigh Valley Chamber  
 18 S. Main St.  
 Nazareth, PA 18064*

The enclosed application **and** Vendor Liability Agreement must be completed and returned with full *payment* for acceptance **(sorry, no refunds)**. Applications sent without payment will **NOT** be accepted.

**Activity, Alcohol, & Food Vendors** – Please note that a credit card must be listed on The Chamber's vendor application for acceptance. Applications sent without a credit card listed will not be accepted. Your credit card will not be charged unless you cancel less than 48 hours prior to the event in which case a \$100 penalty will be charged to the card listed on the application.

**NOTE: Fees are non-refundable. Electrical hooks up are NOT available for this event. Payment due at time of application submission; applications without payment will not be accepted. Participants are responsible for bringing their own tables, chairs, tablecloths, display signs, tent weights, etc. Quiet generators (60 dB (decibels) or quieter) stationed on food trucks are permitted; loud generators (71 dB (decibels) or louder) are not permitted for the comfort of our festival-goers and other vendors. Food trucks and vendors with trailers must unhitch their trailers for this event and remove vehicles from the premises. Canopies are required in case of rain or hot sun; tent weights are strongly encouraged. Vendors may not breakdown prior to 6:00 PM.**

You will receive confirmation once your application is accepted via email; approximately three to five days before the event, you will receive an email of all pertinent information for the festival, including intake instructions.

**Additional Questions?**

Contact Jessica O'Donnell at [JessicaO@lehighvalleychamber.org](mailto:JessicaO@lehighvalleychamber.org).

**2022 Nazareth Fall Festival Vendor Application (October 15<sup>th</sup>, 2022)**

**DEADLINE FOR VENDOR REGISTRATION IS SEPTEMBER 26, 2022.**

**Please which type of space and number of spaces needed below:**

- \_\_\_\_\_ Activity Vendor 15% of total sales per 10' x 10' space
- \_\_\_\_\_ Crafter / Artist / Retail \$50.00 per 10' x 10' space
- \_\_\_\_\_ Non-profit \$20.00 per 10' x 10' space
- \_\_\_\_\_ Food & Alcohol Vendor 15% of total sales per 10' x 10' space

*All food handlers must turn in a Certificate of Insurance listing "The Greater Lehigh Valley Chamber of Commerce, and its officials, directors, employees, and agents, and the Borough of Nazareth" as additionally insured. All food vendors must have a temporary hand-washing set-up and appropriate food storage (i.e., ice, coolers, etc.) and must wear disposable gloves.*

**NOTE: Fees are non-refundable. Electrical hooks up are NOT available for this event. Payment due at time of application submission; applications without payment will not be accepted. Participants are responsible for bringing their own tables, chairs, tablecloths, display signs, tent weights, etc. Quiet generators (60 dB (decibels) or quieter) stationed on food trucks are permitted; loud generators (71 dB (decibels) or louder) are not permitted for the comfort of our festival-goers and other vendors. Food trucks and vendors with trailers must unhitch their trailers for this event and remove vehicles from the premises. Canopies are required in case of rain or hot sun; tent weights are strongly encouraged. Vendors may not begin set up until entering through intake at/or after 11:30 AM and must be set up no later than 1:30 PM. Vendors may not breakdown prior to 6:00 PM. We will not honor specific spot requests in 2022.**

- See my enclosed check. (Make check payable to GLVCC) for \$\_\_\_\_\_ (Amount).
- I Prefer to pay with Credit Card. Please charge for \$\_\_\_\_\_ (Amount).  
 Name on card \_\_\_\_\_  
 Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ Sec. Code \_\_\_\_\_  
 Signature: \_\_\_\_\_

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

**Main Contact Name :** \_\_\_\_\_

**Full Address (inc. City/State/Zip):** \_\_\_\_\_

**Phone#:** \_\_\_\_\_ **Email address:** \_\_\_\_\_

**Brief Description of what you will be displaying or selling so we can be sure that vendors selling similar merchandise are not placed next to each other: (Business exclusivity):**

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

**Food Trucks only: Truck or Trailer size?** \_\_\_\_\_ **Serving Window on Left or Right?**

**The Nazareth Fall Festival Committee reserves the right to limit vendors of like merchandise and reserves the right to remove objectionable merchandise.**

Participant Signature below acknowledges and agrees to all above information in **YELLOW.**  
**Applications must be signed.**

**Participant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## **Vendor Liability Agreement**

### **Must be submitted with your vendor application!**

I wish to participate as a vendor or associate in the 2022 Nazareth Fall 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 its officials, directors, employees, and agents, and the Borough of Nazareth, 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 to reserve vendor space at the Event and affirms it has read, understands, and agrees to all terms and provisions of this Agreement.

Signed: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

**All necessary documents can be emailed to [JessicaO@lehighvalleychamber.org](mailto:JessicaO@lehighvalleychamber.org) or mailed.**

Nazareth Area Chamber of Commerce  
 Attn: Nazareth Fall Festival  
 18 S. Main St. Nazareth, PA 18064

## **BOROUGH OF NAZARETH SOLICITATION PERMIT APPLICATION HELPFUL TIPS**

**As noted in The Chamber's application, it is required that you turn in the Borough of Nazareth's Solicitation Permit Application to be accepted to the event.**

*Below, we have listed helpful tips for you to review when filling out the Borough of Nazareth's Solicitation Permit Application. Should you have any questions, contact Jessica O'Donnell at [JessicaO@lehighvalleychamber.org](mailto:JessicaO@lehighvalleychamber.org).*

- The Borough of Nazareth's Solicitation Permit Application should be submitted to The Chamber. We will turn it in to the Borough on your behalf.
- A valid government-issued photo ID must be submitted with your application (i.e., license, passport, etc.).
- We understand that not everyone has a Sales Tax number. If you do not, in its place, you can list your business' EIN number or your Social Security number. If you are listing one of these, please make a note of "(EIN)" or "(SS)" next to that number so the Borough of Nazareth's Police Department understands that it is not a Sales Tax number.
- There are three criminal record questions. They start on the bottom of page one and continue onto the top of page two. All three of these questions need to be answered.
- You must list at least one vehicle in the "Vehicles Used" section of the application. This should be the vehicle that you are driving to the event. The only case in which you do not need to list a vehicle is if someone is dropping you off and leaving. In that case, please list "Being Dropped Off" next to the "Vehicles Used" section.
- All applications must be hand-signed and dated. E-signatures are not accepted by the Borough of Nazareth.
- Make sure that you complete the **ENTIRE** application aside from the area marked "Please do not write below this line". If something doesn't apply to you (i.e., Facebook page, website, etc.), we ask that you list "N/A".

**Please note that in 2022, you will NOT need to pay a Solicitation Permit Application fee to the Borough of Nazareth.**

**You will NOT be permitted to vend at the festival without the Borough of Nazareth approving your Solicitation Permit Application. As noted above, the Borough's application should be turned in to The Chamber along with your other application items. We will turn your Solicitation Permit Application in to the Borough on your behalf.**



# SOLICITATION PERMIT APPLICATION

## BOROUGH OF NAZARETH

License Fee: One day transient	\$35.00	Permit # _____
One day mobile food vendor	\$50.00	Permit Start _____ End _____
One-year mobile food or transient	\$ 300.00	Event: _____
Expedited processing Fee	\$ 50.00	Event Date _____

NEDC or Chamber Event  (individual fees absolved in event registration)

PHOTO ID MUST BE SUBMITTED WITH THE APPLICATION

APPLICATION FOR LICENSE FOR TRANSIENT RETAIL BUSINESS IN THE BOROUGH OF NAZARETH

**Standing Rule: NO National Holidays**

**Days and Hours are as follows: Monday through Saturday from 8am to 9pm**

**Door to Door solicitations require each individual to have permit**

Business  Individual  Non-Profit  Other \_\_\_\_\_

Means of Solicitation:  Door to Door  In public places  Other, Explain

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

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

Business Phone Number Work \_\_\_\_\_ Emergency \_\_\_\_\_

Business Web Site \_\_\_\_\_

Facebook \_\_\_\_\_

E-Mail address: \_\_\_\_\_

Number of employees working under application: \_\_\_\_\_

Sales Tax Number \_\_\_\_\_ State \_\_\_\_\_

Person Applying Name: \_\_\_\_\_

Position with Business: \_\_\_\_\_

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

Emergency Contact Number \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

E-Mail of applicant: \_\_\_\_\_

Driver's License number: \_\_\_\_\_ State \_\_\_\_\_

Has the applicant or any of the individuals covered under this license ever been charged with, indicted for, or convicted of any fraudulent or illegal act in any transaction of any kind?  No  Yes

Do You Have a Criminal Record? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

Does anyone working under this application have a criminal record? \_\_\_\_\_

If yes, name the individual and please explain: \_\_\_\_\_

\_\_\_\_\_  
Type of goods, wares, and merchandise to be sold: \_\_\_\_\_

**Vehicles Used**

**Vehicle 1:** Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Registered Owner: \_\_\_\_\_ State of Registration: \_\_\_\_\_

Plate Number: \_\_\_\_\_ Color \_\_\_\_\_

**Vehicle 2:** Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Registered Owner: \_\_\_\_\_ State of Registration: \_\_\_\_\_

Plate Number: \_\_\_\_\_ Color \_\_\_\_\_

Use reverse side if additional space is required:

**The applicant Must follow all ordinances of the Borough of Nazareth in application and practice**

**\*\*Any Missing Information Will Delay Processing of Permit\*\***

**Completed application and appropriate fees must be Received No Later than seven (7) Calendar of the Event date.**

Any late applications will only be reviewed if time permits, and are subject to denial or higher fees

If a permit is issued it must be with the Individual or Displayed at all times while engaged in Solicitation

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Intentional lying, falsehoods, or misinformation may result in refusal of permit and possible criminal charges

----- Please do not write below this line-----

Date approved \_\_\_\_\_

Date denied: \_\_\_\_\_ Denial Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Police Chief R. Miller

\_\_\_\_\_ PAA D. Dreisbach

Payment received date \_\_\_\_\_ Ck #/ Cash /Amount \_\_\_\_\_