

Susquehanna Valley Chamber of Commerce (SVCC)

445 Linden Street, PO Box 510 • Columbia, PA 17512 • 717.684.5249 • <https://VisitSusquehannaValley.com>

38th Annual Antique, Art & Craft Show

Saturday, June 29, 2019

(Rain Date: July 13)

8 a.m to 2 p.m.

Located in Columbia's Locust Street
Park and along Locust Street

**YOU CAN NOW REGISTER
AND PAY ONLINE!**

Go to VisitSusquehannaValley.com/events
and select Antique, Art & Craft Show!



Vendors from last year who wish to have the same space must apply before **March 31**.
New spaces will be assigned after this date.

Payment Information

- This event has three time-sensitive price points: early, regular and late entry fees
- SVCC accepts cash, checks (payable to: SVCC) or credit and debit card payments (MasterCard, Visa, Discover)
- *Please note there will be a \$35 charge each time a check is returned for insufficient funds*

Communication Process

- SVCC mainly communicates via email and our website <https://VisitSusquehannaValley.com>
- Please be sure to include a clearly printed email address for an email account that is checked regularly
- Confirmation cards and space numbers will be emailed - please bring this information with you to the event to ensure a smooth check-in process
- If you do not have an email address, this information will be sent via US mail
- Please call 717.684.5249 or email Event1@VisitSusquehannaValley.com with questions

Cancellation Policies

- Check our Facebook page or <https://VisitSusquehannaValley.com> for weather-related announcements; the decision to utilize the rain date will be posted by 5 p.m. the evening before the event
- If you are unable to attend on the rain date, **no refund** will be issued
- If SVCC cancels on the rain date, a 50% refund will be issued
- If personal conditions cause you to be unable to attend a show for which you are registered, **no refund** will be issued. NO EXCEPTIONS.

Sales Tax Number

Vendors are required to provide a valid PA Sales Tax License Number in the space provided on the application page. These numbers are verified by state officials prior to the event date. Vendors who are non-compliant will hear directly from this state office and will not be able to participate unless the problem is resolved.

All vendors selling new or used merchandise within the State of Pennsylvania are required by law to have a Pennsylvania State Sales Tax License, even if a vendor sells only once or twice a year. There is no fee involved in obtaining a license. PA sole proprietor vendors who come to more than two shows a year and all in-state or out-of-state corporations must complete the PA-100 form. It is suggested that this form be completed and submitted online so you will be able to receive your tax number within one week. Access it online at www.pa100.state.pa.us and click on PA100 Registration. Out-of-state sole proprietor vendors may download the PA-518 Transient Vendor application. If you have any questions or need assistance in filing, you may contact the Department of Revenue at 717-425-7700 and ask for the agent on duty. You may also visit www.revenue.state.pa.us for more information.

SVCC will accept only vendors with a valid, compliant sales license tax number. Do not confuse your sales tax license number with your federal EIN number or an exemption number.

Emergencies

Emergency services are provided on site during each event. For ANY emergency situation that arises, please dial 911.

Shuttle Services

Shuttle services WILL NOT be operational during set-up nor tear-down times; shuttles run during the event only. Please refer to event-specific vendor parking information listed later in this packet

**** Important Updates ****

Please read all information carefully and thoroughly as there have been changes and updates. Failure to read and follow these procedures may jeopardize your participation in these events.

Call 717.684.5249 or email Event1@VisitSusquehannaValley.com with any questions.

Before Returning Your Application...

Before returning your application, have you:

- read all sections of the vendor information?
- provided a valid sales tax number?
- enclosed photos or website information?
- signed the bottom of the application(s)?
- enclosed payment information?

Please send completed application(s) to:

SVCC Events
445 Linden Street
PO Box 510
Columbia, PA 17512

OR

Complete application online:

<https://VisitSusquehannaValley.com>
Choose "Events" tab
Select Antique, Art & Craft Show

Proceeds benefit the Susquehanna Valley Chamber of Commerce and Visitors Center

Antique, Art & Craft Show 2019 Rules & Regulations

1. All vendors in the art and craft category will be screened for quality. Applications that are declined will be notified in writing. Payment will be returned with notification.
2. Vendor applications must be submitted yearly.
3. Space requests are not guaranteed but every effort will be made to accommodate requests.
4. Vendors must supply a valid PA Sales Tax License Number when applying. See page two of the General Event Information sheet for information on obtaining a PA Sales Tax License Number.
5. Vendors may not sublet to anyone not named on the application.
6. Insurance coverage is the responsibility of the vendor.
7. In the art and craft category, handcrafted items are our preference and the emphasis of this event. Consideration may be given to items that are a combination of original and found items. Selection of vendor and/or craft items is based on quality and/or originality by a volunteer screening team. This event typically draws shoppers looking for hand-crafted, specially-made or unique items.
8. SVCC will refuse assignments to anyone offering commercially produced items. **WE DO NOT ACCEPT** applications for flea-market type items, business displays, literature handouts, or petitions. We do not accept re-sale items! SVCC will no longer accept independent consultants who represent direct sales companies. See details on the next page.
9. Antiques must fit acceptable standards for antique and heirloom items: generally at least 50 years old, may be rare, have a unique feature, be novel in its use, or seem to be an early example.
10. Food vendors, other than non-profits with food stands, are asked to donate 10% of proceeds to the SVCC Visitors Center. A tax receipt will be given.
11. Trash and recycling containers must be provided at food spaces and maintained during the event.
12. No electricity or water is provided.
13. Vendors may exhibit or sell items only in the category for which they have applied.
14. Vendors may sell from the assigned space only. No solicitation is permitted.
15. Vendors selling items not included in photos submitted for screening may be asked to remove them from the sale area.
16. Vendors are discouraged from bringing pets to the event for liability reasons.
17. Weapons (including life-like toy replicas), fireworks and any items considered dangerous or inappropriate are strictly prohibited. Vendor will be asked to remove them.
18. Streets close at **5 am** at which time vendors may start to set up. All vehicles, unless assigned a space on the north side of Locust Street, must be removed to parking areas as directed by 7:30 am. Vendors arriving after 7:30 am may be turned away. Spaces unoccupied by 7:30 am may be filled at the discretion of event staff with no refund to original vendor.
19. Vendors are responsible for the set-up, tear down and clean up of their space/area. Tear down cardboard boxes and packing materials and place them next to the Borough trash containers, not in them.
20. Vehicles are not permitted to drive into Locust Street Park for set-up.
21. Vendors must keep display up for the duration of the event. Tearing down before 2 pm is not permitted. Insurance restrictions prohibit vehicles from entering or leaving the event area until directed by event staff.
22. All display racks, tables, chairs, canopy, coverings, etc. are to be provided by the vendor. Tables must be attractively covered to the ground with all packing, boxes, etc. out of sight.
23. In cases where the rain date must be utilized, no refund will be issued for vendors who are unable to attend.
24. Failure to appear or early withdrawal from the event could jeopardize future participation.
25. Failure to comply with any of these rules and regulations will jeopardize future participation.
26. By signing the vendor application, vendor agrees that he/she will comply with the Antique, Art and Craft Show rules & regulations found on this page. Noncompliance will result in removal from the event with no refund. By signing, the vendor further certifies that he/she is the responsible party identified on the application and that he/she is authorized to
 - a. Execute on behalf of the group and
 - b. Accept legal process on behalf of the group

Vendor agrees to indemnify and hold harmless the Susquehanna Valley Chamber of Commerce, its Board of Directors, staff members and volunteers of the Antique, Art and Craft Show, the Columbia Lions Club, Columbia Public Library, The Old Columbia Public Grounds Company, the Columbia Borough School District, the Borough of Columbia, Lancaster County, PA Department of Transportation and business owners and residents of the community. The aforementioned parties are not responsible for any injury, loss, damage, theft, breakage or destruction that may arise or come to the participant, their employees, relations, friends or property from any cause, whatsoever, from this event. All public claims and liabilities levied against the participants are the sole responsibility of the participant.

Antique, Art & Craft Show 2019 Event Information (continued)

Screening Process

SVCC no longer accepts independent consultants - our focus is antiques and hand-crafted items. The SVCC Board of Directors has implemented screening measures which apply to all art and craft vendors. ALL vendors are asked to provide at least three color photos of your items and one of your display/set-up. Please follow these guidelines when relaying your photos:

- Images may be mailed, emailed or submitted online (actual photo or *quality* color photocopies)
- Images may be found on your website (please provide web address)

Photos will not be returned. If questions arise, you may be requested to provide samples of your work. Due to the annual change in screening committee membership, some previous years' vendors may not be renewed. Decisions are at the discretion of our screening committee. No screening fee is charged.

Unloading and Set-Up

- Vendors must unload quickly and remove cars before setting up. **Vendors may NOT drive in the park.** Limited space assignments include room for a vehicle. Call 717-684-5249 with any questions.

Lot Availability for Vendor Vehicles

Vendors must move their vehicles once unloaded and find parking in nearby locations. Volunteers may direct you to other available locations. These areas are made available for your use:

- Cherry Street above 6th St
- Columbia UM Church parking lots (behind and beside church building at 510 Walnut St)
- Holy Trinity RC Church parking lot (Cherry St between 4th and 5th Sts across from church at 409 Cherry St)
- St. John's Lutheran Church parking lot on Locust St above 6th St
- Municipal Parking Lot at Front and Locust Sts
- Park Vendors—elementary school lot OR along 6th St as directed by volunteer

Vendors **may NOT** park along Rt. 462 at the park area except to unload.

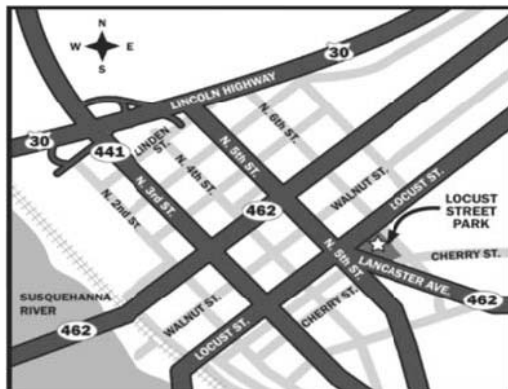
Tear Down

Vendors may not tear down before 2 pm. Failure to comply may jeopardize future participation in this show. When retrieving vehicles, enter and exit using traffic pattern established on arrival.

Amenities

Food or drink is available from various vendors and local businesses in the event area. Portable toilets are located throughout the show area.

Directions to Event



GPS Users: Enter 500 Locust Street, Columbia, PA 17512

From the West (York area)

- Rt. 30 E to Columbia/Marietta Rt. 441 exit
- Turn left onto Linden St
- At stop sign, turn right onto Fifth St
- Follow Fifth St to intersection at Locust St. Volunteers will direct you

From the East (Lancaster area)

- Rt. 30 W to Columbia/Marietta Rt. 441 exit
- Turn left onto Rt. 441
- At the traffic light, turn left onto Linden St
- At stop sign, turn right onto Fifth St
- Follow Fifth St to intersection at Locust St. Volunteers will direct you

*Please bring your space confirmation with you to the event



38th Annual Antique, Art & Craft Show

Saturday, June 29, 2019 • 8 am to 2 pm

Rain Date: July 13

Final Application Deadline: June 22 at midnight

NO EXCEPTIONS!

Proceeds benefit the Susquehanna Valley Chamber of Commerce and Visitors Center

CONTACT NAME: _____

BUSINESS/GROUP NAME: _____

PHONE: _____ EMAIL: _____

STREET/BOX : _____

CITY: _____ STATE: _____ ZIP: _____

ITEM DESCRIPTION/WEBSITE: _____

PA SALES TAX LICENSE #*: _____ PHOTOS INCLUDED ____ SEE WEBSITE ____
(*ALL APPLICATIONS MUST INCLUDE A VALID NUMBER HERE. FOR MORE INFORMATION, SEE PAGE 2.)

Returning Vendors:

I participated last year and would like to return to the same space(s) noted here: _____

PLEASE NOTE: Your prior space(s) will be released for sale if we do not hear from you by March 31st

New Vendors:

I did NOT participate last year and prefer a spot ____ in the Park ____ on Locust Street ____ Either

PLEASE NOTE: You will receive your space number after April 1. Preference not guaranteed.

2019 SPACE FEES

	Early Fee	Regular Fee	Late Fee
	Until March 31	April 1 to May 31	June 1 to June 22 midnight
Food Vendor*	\$ 200	\$ 225	\$ 300
Single space	\$ 75	\$ 85	\$ 100
Double space	\$ 110	\$ 125	\$ 150
Local nonprofit [^] or SVCC Member	\$ 60	\$ 65	\$ 80

*With suggested donation of 10% of sales to SVCC

[^]Limited space availability in this category

\$ _____ Single Space 10' x 10' (NO cars)

\$ _____ Double Space 25'L x 10' Please note: Only double spaces on the north side of the street will accommodate a vehicle. These spaces measure 25'L x 20' and will be assigned by request as supply allows.

\$ _____ TOTAL DUE

_____ Cash

_____ Check #

Visa, MasterCard, and Discover. _____ - _____ - _____ - _____ Exp. _____ CVC: _____

If paying with credit or debit card, payment may also be made at <https://VisitSusquehannaValley.com/Events>

I have read and understand all vendor information provided in this document and agree to comply with all rules and regulations listed therein.

(signature required)

Office Use Only	Space Assigned _____	Date Received _____
Amt Pd _____	Pmnt Type _____	Confirmation Sent _____