

# Cowans Gap State Park Harvest Day Event

## Craft Vendor Application

**Saturday, October 19, 2019**  
**10:00AM – 3:00PM**

The Harvest Day Festival at Cowans Gap State Park, Fulton County, is a fun-filled day celebrating fall's wonderful bounty. Enjoy the fall foliage, pumpkin carving, environmental programming, apple cider pressing, hayrides, demonstrations, live music, craft vendors and more. The timeframe of this event coincides with the Fulton County Fall Folk Festival (FFFF) weekend which is the 3<sup>rd</sup> weekend in October. The FFFF is county-wide event that draws thousands of visitors into the county to participate in the festivities. We welcome you and your business to be a part of the Harvest Day event!

### VENDOR INFORMATION:

- A 12' deep x 12' wide space on pavement is **\$25.00**. Please pay via money order or personal or business check. **No cash will be accepted.** Vendor applications will be revoked from the event for "Not Sufficient Funds" checks.

**Note:** Checks should be made out to *Friends of Cowans Gap State Park/PPFF*. Please write in the memo line *Harvest Day Vendor*.

- Vendors MUST submit payment and completed application by **September 15, 2019** to reserve a space.
- Only handcrafted/handmade items are to be displayed and sold in the vendor area.
- The following items are *not permitted* to be sold at craft booths:
  - Ready-to-eat food (dry mixes are acceptable)
  - Chances or raffle tickets
  - Party-type or door-to-door sales items (Avon, Creative Memories, etc.)
  - Resale items.
- Park staff and volunteers will not provide transport for purchased items. If selling large and/or heavy items please make arrangements and plan in advance how you will assist buyers in moving the items the day of the event. It is the responsibility of the vendor/buyer to arrange for removal of items purchased.

(Continued on reverse side)

## **SET UP INFORMATION:**

- Vendors will be permitted to set up, at their own risk, on their assigned space beginning Friday, October 18 after 2:00 p.m. Vehicles and utility trailers must be parked in the designated vendor parking area. Overnight security will not be provided. One vehicle will be permitted to be parked behind vendor space if applicable.
- You must be set up by 9:30 a.m. on the day of the festival. *For the safety of visitors who arrive early, no vendors will be allowed to drive through the festival area past 9:00 a.m. on Saturday, October 19th.*
- If you see an empty space before the festival begins, please do not assume your fellow vendor is not coming. The space has been paid for, and belongs to the vendor who paid for it.
- Some spots are not level – please bring supplies to level your equipment. Bring your own tables and/or tents.
- Electric service is not available. *Generators are not permitted at craft booths.*
- Vendor spaces will be numbered – please bring your confirmation letter stating your vendor number with you to the festival.
- Please dispose of all trash in the dumpsters provided. All boxes should be collapsed before disposal. Recycling receptacles will be available for recyclable trash generated during the festival.

## **VENDOR CHECKLIST:**

### **Please mail:**

- Your application (did you sign at the X?)
- Check or Money Order made out to **Friends of Cowans Gap State Park/PPFF**.  
**Note “Harvest Day Vendor” on the memo line.**
- ONE 4 x 6 photo of types of crafts you plan to sell**
- You **MUST** send a self-addressed, stamped envelope (\$0.55/Forever postage stamp) to mail your confirmation or your application will not be processed!

**TO:** Friends of Cowans Gap State Park  
P.O. Box 741  
Chambersburg, PA 17201

Attn: Harvest Day Application

If you have any questions or concerns about the information in this application, please contact the park office at 717-485-3948 or [cowansgapsp@pa.gov](mailto:cowansgapsp@pa.gov). Thank you.

## CRAFT VENDOR APPLICATION

PLEASE COMPLETE IN FULL AND RETURN TO THE ADDRESS BELOW

**VENDORS:** Applications will be processed in the order they are received on a first-come, first-served basis. To reserve a vendor space, you **MUST** return your *completed application, one photo of crafts, payment by check or money order, and a self-addressed, stamped envelope* by September 15, 2019. **Incomplete applications will not be processed.**

Craft Vendor Legal Name: \_\_\_\_\_

Craft Vendor's Business Name (if any) \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ **\*\*PA Sales Tax License #:** \_\_\_\_\_

e-mail: \_\_\_\_\_

\*\* The PA Dept. of Revenue requires that craft fair participants possess a sales tax license number in order to sell their crafts. If you do not already have a number, please contact the Pa Dept. of Revenue at 717-787-1064 or register online at [www.pa100.state.pa.us](http://www.pa100.state.pa.us).

Detailed description of items to be sold: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Only pre-approved items are to be displayed and sold in your exhibit area. If any other items are found in your display, you will agree to remove them when asked to do so. Anyone refusing to comply will be asked to leave the show without any refund of fees paid. **Your signature on the following line verifies that you agree with all the terms of the application.***

**X** \_\_\_\_\_

**Checks will be processed as received. No refunds will be given after a space is assigned. A limited number of vendor spaces are available and checks will be returned to vendor applicants who are not accepted for the 2019 Harvest Day Festival. The Friends of Cowans Gap State Park reserves the right to limit or reject any vendor.**

Sponsored by the Friends of Cowans Gap State Park

**Please mail:**

- This page of your application. (Did you sign at the X?)**
- Check or Money Order made out to Friends of Cowans Gap State Park/PPFF.**  
**Note "Harvest Day Vendor" on the memo line. No cash will be accepted!**
- A self-addressed, stamped envelope (\$0.55/Forever postage stamp) to mail your confirmation or your application will not be processed!**

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