



## Downingtown Summer Jam Series

June 30

July 28

August 25



## CRAFT VENDOR APPLICATION

Please join us for Downingtown Summer Jam Series, presented by **Kimberton Whole Foods**, which will be held on **Friday, June 30<sup>th</sup>, Friday, July 28<sup>st</sup> and Friday August 25<sup>th</sup>**. Summer Jam will be held in Kerr Park at the concert gazebo from 6pm to 10pm.

New for this year, informational type vendors will **not** be eligible to participate in Summer Jam Series. This application is for craft vendors to complete and submit.

Downingtown Main Street Association (DMSA) is excited to bring this event to the community and look forward to showcasing local crafts. Please read through the directions below to submit your application to the Downingtown Main Street Association. **Should you have any questions, call the Main Street office at 610-269-1523 or [manager@downingtownmainstreet.com](mailto:manager@downingtownmainstreet.com).**

Craft Vendors may apply for a single night of the series, or apply for all three nights and receive a discount.

### DIRECTIONS TO APPLY AS A GENERAL VENDOR AT 2017 *Downingtown Summer Jam Series*:

1. Complete the application page with all of your information for this event.
2. Payment and Insurance requirements:
  - a. Write a check for the \$40.00 Space Fee. You may include an additional space fee with this check, payable to the Downingtown Main Street Association (DMSA).
  - b. Insurance Certificate providing proof of liability insurance (if applicable) in the amount of \$1,000,000 per occurrence/\$2,000,000 aggregate, naming Downingtown Main Street Association as additional insured, must be submitted with your application. Craft vendors who do not have liability insurance may submit their application without proof of insurance.
3. Submitting an application does not guarantee your participation in Downingtown Summer Jam Series. The DMSA will review your application and make notification if you are selected to participate.

**Note: Crafter's must include a photo of the crafts you intend to display/sell with the application.**

## **CONTACT INFORMATION**

**Business Name:**

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**Contact Name:**

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**Address:**

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**City/State/Zip:**

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**Phone: Day:**  \_\_\_\_\_ **Cell:**  \_\_\_\_\_

*\*Please check which phone number will be best to contact you on the day of the event.*

**Email:**

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**Website:**

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## **INFORMATION ABOUT YOUR BUSINESS**

**Description of what you will display, sell or provide:**

**Note:** *Crafter's must include a photo of the crafts you intend to display/sell with the application.*

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**REGISTRATION**

\_\_\_\_ JUNE 30<sup>TH</sup>    \_\_\_\_ JULY 28<sup>th</sup>    \_\_\_\_ AUGUST 25<sup>th</sup>    \_\_\_\_ ALL THREE (discount – see below)

**PAYMENT INFORMATION – Single Event Date**

VENDOR SPACE (10' x 10')                      \$ 40.00    \$ \_\_\_\_\_

SECOND VENDOR SPACE (10' X 10')            \$ 35.00    \$ \_\_\_\_\_

**PAYMENT INFORMATION – All Three (3) Event Dates (Discount)**

VENDOR SPACE (10' x 10')                      \$ 100.00    \$ \_\_\_\_\_

SECOND VENDOR SPACE (10' X 10')            \$ 85.00    \$ \_\_\_\_\_

**Make checks payable to: *Downingtown Main Street Association (DMSA)***  
*(Memo: Downingtown Summer Jam)*

**Mail application, fee, and insurance certificate to:**

Downingtown Summer Jam Series  
Downingtown Main Street Association  
216 E. Lancaster Avenue  
Downingtown, PA. 19335

**APPLICATION DEADLINE FOR JUNE SUMMER JAM - JUNE 23<sup>rd</sup>**  
**APPLICATION DEADLINE FOR JULY SUMMER JAM - JULY 21<sup>st</sup>**  
**APPLICATION DEADLINE FOR AUGUST SUMMER JAM - AUGUST 18<sup>TH</sup>**

## **VENDOR REQUIREMENTS & RESPONSIBILITIES**

### **PLEASE KEEP THIS PAGE FOR YOUR REFERENCE**

- Submitting an application does not guarantee your participation in DOWNTOWN SUMMER JAM.
- Craft Vendor applications will be accepted on a first come, first served basis as space permits. You may be contacted by the DMSA for clarification or to discuss your application. Upon acceptance, your registration check will be deposited. The registration fee is non-refundable. You will be notified via e-mail on the status of your registration.
- You are responsible for bringing your ENTIRE booth set up including generators, tents, tables, chairs.
- Electricity is not available. You will need to bring a generator if your booth requires electric power.
- One booth space is approx. 10' x 10'. A second booth can be purchased for an additional fee.
- Note that vendor booth placement is at the discretion of the DMSA.
- No amplified sound may be permitted in your booth space.
- You are responsible to clean up your area. Failure to do so could result in you not participating in future events.
- Setup/breakdown procedures will be e-mailed to you within one week prior to the event.
- If your application is incomplete, it will be mailed back to you and could result in you not participating in DOWNTOWN SUMMER JAM.
- Please do not sell anything at your booth that is not listed on your application.
- You are expected to remain at the event until the end at 10pm, and follow the proper breakdown procedures. If you must leave the event early, please make prior arrangements with organizers. If an emergency arises on the day of the event and you must leave early, please find an event volunteer to assist you in leaving your area safely.
- DOWNTOWN SUMMER JAM SERIES will be held Rain or Shine. There are NO REFUNDS unless DOWNTOWN MAIN STREET ASSOCIATION cancels the event.

- The undersigned agrees to comply with Downingtown Summer Jam Series Rules and Regulations. Noncompliance will result in your removal from the event with no refund. The undersigned further certifies that he/she is the responsible party submitting this application and that he/she is authorized to 1) execute on behalf of the group, and 2) accept legal process on behalf of the group. The undersigned also agrees to indemnify and hold harmless the Downingtown Summer Jam Committee, DMSA and the Borough of Downingtown from any responsibility for damage, loss, or theft of goods related to his/her business.

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

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FOR OFFICE USE ONLY

APPLICATION RECEIVED: \_\_\_\_\_

APPROVED OR REJECTED: \_\_\_\_\_

SPACE NUMBER: \_\_\_\_\_