



**2024 NAZARETH FALL FESTIVAL**  
**SATURDAY, OCTOBER 19<sup>th</sup>, 2024, 2:00 PM – 5:00 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 SEPT 27<sup>th</sup>, 2024**

**(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 begins at 11:30 AM and all vendors must be set up by 1:30pm. A follow-up email will be sent to confirm your precise arrival time within this window. **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 2024.** You will receive confirmation once your application is accepted via email. Approximately three to five days before the event, you will receive an email with all pertinent information for the festival, including intake instructions.

To participate in this event, the Borough of Nazareth requires a completed solicitation permit, found on pages 5 and 6 of this form. The Chamber will submit the Borough Solicitation Permit on your behalf. We have included a Helpful Tips page to ensure the forms are filled out accurately and efficiently.

**Please make checks payable to "GLVCC" and send to: Greater Lehigh Valley Chamber, 18 S. Main St. Nazareth, PA, 18064**

- |  |  |
|--|--|
| <input type="checkbox"/> Completed, Signed Application, with payment information | <input type="checkbox"/> Completed Solicitation Permit, with photo ID enclosed   |
| <input type="checkbox"/> Vendor Liability Agreement, signed                      | <input type="checkbox"/> Food, Alcohol, and Activity Vendors ONLY - Certificate of Insurance with details described on pg. 2 |

The enclosed Chamber Application, Vendor Liability Agreement, and Solicitation Permit must be completed and returned with full payment for acceptance. Applications sent without payment or credit card information will NOT be approved. Refunds will not be granted.

Electrical hook ups are NOT available for this event. Payment is due at the 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 decibels or quieter) stationed on food trucks are permitted; loud generators (71 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 setup until entering through intake at or after 11:30am and must be completely set up no later than 1:30pm. Vendors may not breakdown prior to 5:00pm.

**Please note that The Chamber has the right to deny an application for any reason at any time. Admission is not guaranteed until you receive confirmation via email from a Chamber liaison.**

**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.

**Additional Questions? Contact Aaron Gasparetti at [AaronG@Lehighvalleychamber.org](mailto:AaronG@Lehighvalleychamber.org) or call at 610-349-1532 or Elyse Cuttic at [ElyseC@lehighvalleychamber.org](mailto:ElyseC@lehighvalleychamber.org) or call at 484-834-7868**

**2024 Nazareth Fall Festival Application (Oct 19<sup>th</sup>, 2024)**

**DEADLINE FOR VENDOR REGISTRATION IS September 27<sup>th</sup>**

Applications submitted after September 27<sup>th</sup> may be subject to an additional \$50 Late Fee, paid by the Vendor.

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

- \_\_\_\_\_ **Activity Vendor** .....15% of total sales per 10' x 10' space
- \_\_\_\_\_ **Future Member Crafter / Artist / Retail** .....\$60.00 per 10' x 10' space
- \_\_\_\_\_ **Non-profit**.....\$30.00 per 10' x 10' space
- \_\_\_\_\_ **Food & Alcohol Vendor**.....15% of total sales per 10' x 10' space and \$100 Deposit
- \_\_\_\_\_ **Chamber Member (Excludes Food & Alcohol Vendors)** ..... \$40.00 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. Food trucks and vendors with trailers are required to unhitch for this event and remove vehicles from premises.*

I, \_\_\_\_\_ (vendor) understand that electrical hook ups are NOT available for this event. I understand payment is due at the time of application submission. I understand applications without payment will not be accepted. I understand I am responsible for bringing my own tables, chairs, tablecloths, display signs, tent weights, etc. I understand quiet generators (60 decibels or quieter) stationed on food trucks are permitted; loud generators (71 decibels or louder) are not permitted for the comfort of Fall Festival attendees and other vendors. I understand food trucks and vendors with trailers must unhitch their trailers for this event and remove vehicles from the premises. I understand canopies are required in case of rain or hot sun and that tent weights are strongly encouraged. I understand I may not begin setup until entering through intake at or after 11:30am and must be completely set up no later than 1:30pm. I understand I may not breakdown prior to 5:00pm.

**Food Trucks are required to have a \$100 Deposit to hold a space for the day. That amount will be deducted from the percent of sales amount returned to the Chamber.**

- See my enclosed check. (Make check payable to "GLVCC") for \$ \_\_\_\_\_ (Amount). Check Number: \_\_\_\_\_
- 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:**

**Food Trucks only:** Truck or Trailer size? \_\_\_\_\_ Serving on Drivers or Passenger? \_\_\_\_\_

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

Participant Signature below acknowledges and agrees to all above information. **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 2024 Nazareth Fall Fest. 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 and the Borough of Nazareth 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 [AaronG@lehighvalleychamber.org](mailto:AaronG@lehighvalleychamber.org) or mailed to:**

Nazareth Area Chamber of Commerce  
Attn: 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 Aaron Gasparetti at [AaronG@lehighvalleychamber.org](mailto:AaronG@lehighvalleychamber.org) or Elyse Cuttic at [ElyseC@lehighvalleychamber.org](mailto:ElyseC@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 copy of 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 the last four digits of 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. All three of these questions need to be answered or the application will not be accepted.
- 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 or the primary vehicle you use for your business.
- All applications must be hand-signed and dated. E-signatures are not accepted by the Borough of Nazareth.
- Please note the box for initials indicating your compliance with Chapter 13 Ordinance Requirements
- 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 2024, you will NOT need to pay a Solicitation Permit Application fee to the Borough of Nazareth. The Chamber will handle all Borough permitting fees. The only exception is the Expedited Processing Fee, charged if a vendor would like to join the festival after the application due date is passed.***

***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 submit your Solicitation Permit Application to the Borough on your behalf. On the day of the festival, your Chamber liaison will provide you with the day's borough solicitation permit at check in.***



# SOLICITATION PERMIT APPLICATION

## BOROUGH OF NAZARETH

Please note that The Chamber will handle all Borough Solicitation Permit Fees for the 2024 Nazareth Fall Fest. Applications submitted after September 27<sup>th</sup> may be subject to an additional \$50 Late Fee, paid by the Vendor.

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 a 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 HAS READ, UNDERSTANDS, AND WILL COMPLY WITH**

**ALL CHAPTER 13 ORDINANCE REQUIREMENTS/ Initial:**

For a copy of Chapter 13 ordinances see [Borough of Nazareth - Ordinances \(nazarethboroughpa.com\)](http://Borough of Nazareth - Ordinances (nazarethboroughpa.com))

**Completed application and appropriate fees must be received No Later than Seven (7)**

**Calendar days of the Event Date. \*Any Missing Information Will Delay Processing of Permit\***

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 \_\_\_\_\_