



MARTIN ON MAIN 2024 - SATURDAY, JULY 27th

12:00 PM – 7:00 PM

(No Rain Date)

The Circle and S. Main St. to Belvidere St. Nazareth, PA

DEADLINE FOR VENDOR REGISTRATION IS JUNE 28TH

(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 9:30 AM and all vendors must be set up by 11:30pm. A follow up email will be sent to confirm your precise arrival time within this window. **Those who arrive earlier than 9:30 AM will be directed to wait. Spots will be assigned first-come, first-serve; we will not honor specific requests for spaces in 2023.** 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.

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 9:30am and must be completely set up no later than 11:30pm. Vendors may not breakdown prior to 7:00pm.

Please note that The Chamber has the right to deny an application for any reason at any time.

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 or call at 610 – 349 – 1532 or Elyse Cuttic at ElyseC@lehighvalleychamber.org or call at 484 - 834 - 7868

2024 Martin on Main Vendor Application (July 27th, 2024)

DEADLINE FOR VENDOR REGISTRATION IS JUNE 28TH

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

- _____ Activity Vendor15% 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 Martin on Main festival-goers 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 9:30am and must be completely set up no later than 11:30pm. I understand I may not breakdown prior to 7:00pm.

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 Driver/Passenger Side? _____

The Martin on Main 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 Martin on Main 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 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 or mailed to:

Nazareth Area Chamber of Commerce
Attn: Martin on Main
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 or Elyse Cuttic at 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 turn your Solicitation Permit Application into 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 Martin on Main Festival. Applications submitted after June 28th 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://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 _____