Mechanicsburg Halloween Parade Committee
6 West Strawberry Avenue
Mechanicsburg PA 17055

Vendor Rules and Provisions

The following are strictly prohibited:

Alcoholic Beverages	Obscene Material	Fireworks
Knives & Num-Chucks	Throwing Stars	Weapons of any kind
String Spray	Bumper Stickers	Drug Related Items
Open Flames (accept for cooking)		

1. All vendors must have a current certificate of insurance with the Mechanicsburg Chamber of Commerce named as the additional insured on a commercial general liability policy. Mail or fax a copy to the Mechanicsburg Chamber of Commerce as per the instructions on the application.

2. All participants are responsible for securing a PA Sales Tax License and furnishing the license number with your application. The number to call for a tax number is 717-783-1405 (PA Department of Revenue).

3. No refunds after October 11, 2009. There are no rain dates for the event and refunds are not given for inclement weather.

4. Sidewalks can not be used for storage.

5. Electricity is not provided and generators are not allowed along the parade route.

6. Noise levels can not exceed 70DB.

7. All vendors must on or behind the curb area and off the streets designated as the parade route by 7:00 PM when the parade begins. **The route must be clear of all vendor carts at the start of the parade.**

8. **All vendors must be off Borough streets by 10 PM**.

9. Trash is not to be left behind. Use public containers to discard any trash or take it with you when you depart.

10. The Mechanicsburg Halloween Parade Committee and Mechanicsburg Chamber of Commerce assume no liability for lost, damaged or stolen property or merchandise.

11. Failure to comply with these rules and guidelines will result in immediate expulsion from the parade and borough.

12. All vendors must complete the entire application (***attached***). One application per vendor. Please read the entire application carefully.

Vendor Application

Mechanicsburg Halloween Parade
Tuesday, October 13, 2009

One Application Per Vendor!

Resident Organization Fee $5.00

Non-Resident Fee $25 per vendor (price per person)

Name (Last, First, Middle) _____

Company_____

Social Security Number _____- _____- _____

Date of Birth _____ M___ F____

Address_____

City_____ State_____ Zip_____

Daytime Phone _____ Evening Phone_____

Product Description_____

_____

Have you ever been convicted of a high crime or misdemeanor Yes ___ No ____

Total Fee Enclosed $ _____

Pa Sales Tax License # _____

A Certificate of Insurance must be provided to Mechanicsburg Chamber of Commerce. The certificate must be faxed from your insurance carrier or agent to: 717-796-1977 or mailed directly to:

Mechanicsburg Chamber of Commerce, 6 W Strawberry Ave, Mechanicsburg PA 17055

The agent or carrier must provide a contact name, address and phone number.

I have read the attached rules and agree to abide by them. I understand that failure to comply will result in being issued a permit or removed from the parade route or borough.

Signed _____ Dated _____

The fee must accompany the application and be received by September 25, 2009. Applications received after September 25, 2009 will be returned unprocessed. Any incomplete applications, missing tax ID #'s or Certificates of Insurance with result in permits not being issued to the applicant or applicant's organization. No refunds are granted due to inclement weather. Permits are issued at the discretion of the Mechanicsburg Police Department.

Permits can be picked up at the Borough offices located at West Allen Street, Mechanicsburg, PA between the hours of 8:30 AM and 4:00 PM A photo ID and Original Social Security Card are required at the time of pick up.

If you have any questions you may call 717-791-0777