

GUIDELINES FOR NON-PROFIT VENDORS/POLITICAL CANDIDATES

1. The intent of The Olde York Street Fair is to offer craftspeople and non-profit charitable and educational organizations an opportunity to sell their handiwork and/or food to raise money for their cause or organization.
2. There are six types of participation allowed at the Olde York Street Fair.
 - Handcrafted products created by the exhibiting artisans (“for profit” vendors)
 - Displays by non-profit groups. (Certified Section 501 (c) (3) organizations)
 - Displays by political candidates to provide information to voters (must have nomination petition on file with York County Elections Office)
 - Non-profit sale of food, beverages, and organizational related items by certified non-profit Section 501(c) (3) organizations.
 - Store owners or permanent street vendors along route of Street Fair.
 - Demonstrations of quality crafts, special food vendors, or permitted novelty vendors as contracted by the City of York.
3. The Olde York Street Fair is a rain or shine event. Be prepared for rain with adequate covering for your booth. No refunds will be given in the event of inclement weather.
4. No electricity will be available. Any power needs must be the responsibility of the booth vendor. **Only whisper quiet generators are permitted.** If a non-whisper quiet generator is used, vendor may be asked to leave event. Those not complying with this guideline will not be allowed to participate in future Olde York Street Fairs even if they are allowed to remain at the present event.
5. Individuals or groups representing a political candidate will be allowed to display information about their candidate and provide giveaways and organizational related items **bearing the organization’s logo only**. Political candidate booths are not allowed to sell items at the event.
6. Individuals or groups representing non-profit organizations will be allowed to display information about their group, sell food and beverages as well as organizational related items **bearing the organization’s logo only**.
7. To obtain a space as a non-profit food or information vendor your application MUST be accompanied by the following **TYPED ON YOUR ORGANIZATION’S LETTERHEAD** and signed by organization head: **XXXXXXXXXXXXXXXXXXXX** is donating no less than 50% (insert name of vendor) of their total gross profits to **XXXXXXXXXXXXXXXXXXXX** for items sold at the Olde York Street Fair. **XXXXXXXXXXXXXXXXXXXX** (insert name of organization)
(Signature of Organization Head)
DO NOT FILL THIS AREA IN ON THESE GUIDELINES. RETYPE ON LETTERHEAD.
8. No pets, no boom boxes, no bikes, no skateboards, no in-line or roller skates.
9. Packing and food waste generated by booth vendor must be taken home by vendor.
10. The Olde York Street Fair officially runs from 12:30 to 6:00 p.m. **Booth set up begins at 9 a.m. – REGISTRATION ASSISTANCE, RESTROOM FACILITIES, ETC. WILL NOT BE AVAILABLE UNTIL THIS TIME!** Informal selling of craft or food items before the start time detracts from the event and creates a lower caliber event overall. Therefore, pre-event start time sales will not be permitted. Please use extreme courtesy for area residents and church services and minimize noise at these locations.

11. Bring all your own equipment such as chairs, tables, tablecloths and canopies. All tables must have table covering to sidewalk.
12. Food vendors must shield from defacing public and private property, so please supply ground covers and tape. If City of York must clean up your space of food stains or trash you will be charged a \$50.00 clean-up fee. Failure to pay this fee within 30 days following The Olde York Street Fair will make you ineligible for the following year's event.
13. Food vendors using cooking equipment must supply a fire extinguisher.
14. All food vendors are required to secure permits from the York City Bureau of License, Permits and Inspections. **You are urged to contact that office (849-2341) no later than three weeks prior to The Olde York Street Fair to make the necessary arrangements.**
15. Names of all vendors selling food and merchandise will be forwarded to the Penna. Department of Revenue. ALL VENDORS MUST HAVE A CURRENT PENNSYLVANIA SALES TAX LICENSE (PERMANENT OR TEMPORARY). YOU CANNOT BE ACCEPTED WITHOUT A VALID LICENSE NUMBER.
16. Commercial food vendors can be used by a non-profit organization or agency if the following guidelines are met.
 - Booth is to be rented in the name of the non-profit agency or organization.
 - Signage on booth must include name of non-profit agency or organization.
 - **All equipment (including trailer) must fit within your space. All set up must be done within the 15 x 10 foot booth space.** If additional space is needed a second space may be purchased. (Exception: City contracted units.)
 - **Commercial food vendors pay \$210 fee.** Check should be made payable to YORK CITY RECREATION & PARKS and accompany non-profit's application and \$130 fee.
 - The organization or agency is totally responsible for any debris not cleaned up by the commercial vendor under their hire.
 - It is recommended that the non-profit agency charge the food vendor for the cost of the booth in addition to a minimum 50% of total gross profit.
 - PA Sales Tax is the responsibility of the commercial food vendor.
17. Insurance or waiver must be provided by both craft and commercial food vendors. The Olde York Street Fair assumes no liability for any accidents to property or persons from the merger of commercial food vendor and non-profit agency or organization. Certificate **must** name City of York as insured party.
18. Representatives of the Olde York Street Fair will visit all craft and food vendor booths to review stands' compliance with guidelines. Those not complying with guidelines could be requested to leave the event and event premises.
19. Crafters or food vendors who do not comply with the guidelines of the event will not be allowed to participate in future Olde York Street Fairs even if they are allowed to remain at the present event.
20. No subletting of space is allowed.