

VENDOR & SPONSORSHIP OPPORTUNITIES



SATURDAY, OCTOBER 10, 2026

12:00 PM - 5:00 PM

HISTORIC DOWNTOWN BETHLEHEM

The Downtown Bethlehem Association (DBA) is thrilled to announce the return of Harvest Fest! Harvest Fest is a free, family-friendly fall street festival featuring live music, local shopping, seasonal food and drinks, activities, and the sights, sounds, and flavors of the season.

This year, we invite you to be a part of the excitement!

We're seeking enthusiastic vendors to join us and contribute to the vibrant atmosphere of Harvest Fest. Whether you're a seasoned participant or a newcomer eager to showcase your products, Harvest Fest offers the perfect platform to connect with a passionate and engaged audience.

To assist you in joining the festivities, we've enclosed the following information:

- Vendor Information Checklist: This document outlines the steps involved in becoming a Harvest Fest vendor.
- Sponsorship & Vendor Packages: Explore the various sponsorship and vendor participation options available.
- Vendor Information Sheet & Booth Sketch: Learn about booth specifications and details to help plan your presence at the event.

Don't miss out! Apply to be a vendor by September 4, 2026. We can't wait to make this Harvest Fest the best one yet!

For questions or to apply: Contact Evelyn Caron (610-810-7841) or evelync@lehighvalleychamber.org
Let's raise a toast to a fantastic fall celebration!

Sincerely,

The Downtown Bethlehem Association



VENDOR CHECKLIST



USE CHECKLIST TO ENSURE PAPERWORK IS GOING TO THE CORRECT LOCATION.

RETURN TO THE DOWNTOWN BETHLEHEM ASSOCIATION

EMAIL TO: EVELYNC@LEHIGHVALLEYCHAMBER.ORG

☐ COMPLETED VENDOR INFORMATION FORM WITH PAYMENT

**Checks made payable to: "Greater Lehigh Valley Chamber of Commerce"*

☐ SIGNED RULES & REG'S FORM

☐ CERTIFICATE OF LIABILITY INSURANCE (SEE BELOW)

☐ COPY OF TRI-STATE INFORMATION (BUSINESS PRIVILEGE LICENSE APP)

☐ COPY OF CHECK TO TRI-STATE, SHOWING PROOF OF PAYMENT

☐ SKETCH OF VENDING SPACE

☐ CITY OF BETHLEHEM - VENDOR APPLICATION

SEND TO TRI-STATE:

☐ BUSINESS PRIVILEGE LICENSE APPLICATION

☐ PAYMENT TO TRI-STATE

CERTIFICATE OF LIABILITY INSURANCE:

THE CITY OF BETHLEHEM - MINIMUM OF \$1,000,000

*THE CERTIFICATE MUST READ: "THE CITY OF BETHLEHEM, ITS OFFICERS, AND ITS EMPLOYEES"

ADDRESS: 10 EAST CHURCH STREET, BETHLEHEM, PA 18018

THE GREATER LEHIGH VALLEY CHAMBER OF COMMERCE - MINIMUM OF \$500,000

*THE CERTIFICATE MUST READ: "GREATER LEHIGH VALLEY CHAMBER OF COMMERCE AND ITS OFFICIALS, DIRECTORS, EMPLOYEES, AND AGENTS"

ADDRESS: 74 W. BROAD STREET, BETHLEHEM, PA 18018

***Additionally insured must be spelled out as noted above, or will not be accepted**

SPONSORSHIP & VENDOR OPPORTUNITIES



Harvest Fest Presenting Sponsor | \$3,000 (EXCLUSIVE)

- Your company's logo on Harvest Fest posters with text indicating premier sponsorship level
- Premier Recognition of your company in press releases & all eblasts
- Premier recognition on Harvest Fest webpage and Facebook Event Pages
- Reserved 10 x 10 space at Harvest Fest on Main Street in prime location
- Company banners hung at various key points throughout Harvest Festival
- Company logo prominently displayed on Harvest Fest ads
- TEN (10) complimentary Harvest Fest Tasting Passports of your choice

Main Street Stage Sponsor | \$1,500 (EXCLUSIVE)

- Your company's logo on Harvest Fest posters with text indicating sponsorship level
- Recognition of your company in press releases & all eblasts
- Recognition on Harvest Fest webpage and Facebook Event Pages
- Reserved 10 x 10 space at Harvest Fest on Main Street
- Company banners/signage at the Main Street Stages
- Company logo prominently displayed on the Harvest Festival advertisements
- SIX (6) complimentary Harvest Fest Tasting Passports of your choice

Public Restrooms to the Rescue! Port-o-let Sponsor | \$1,000 (EXCLUSIVE)

- Adorn the port-o-let with flyers inside and signage/banners on the outside of units
- Recognition on Harvest Fest webpage and Facebook Event Pages
- Reserved 10 x 10 space on Main Street
- Company logo prominently displayed on the Harvest Fest advertisements
- Six (6) Complimentary Harvest Fest Tasting Passports of your choice

Passport Sponsor | \$1,000 (EXCLUSIVE)

- Logo recognition on signage on Harvest Fest posters with text indicating sponsorship level
- Recognition on Harvest Fest webpage and Facebook Event Pages
- Your logo exclusively on the Tasting passports – in hand all day – 600+ passports
- Reserved 10 x 10 space on Main Street
- FOUR (4) complimentary Harvest Fest Tasting Passports of your choice

Festival Map Sponsor | \$500 (EXCLUSIVE)

- Logo recognition on signage on Harvest Fest posters with text indicating sponsorship level
- Recognition on Harvest Fest Webpage and Facebook Event Pages
- Your logo/ad exclusively on the back of the Harvest Fest Map – in hand all day– 600+ maps
- Reserved 10 x 10 space on Main Street

Friends of the Fall Décor Sponsor | \$500

- Logo recognition on signage along Main Street from September - November
- Recognition Harvest Fest webpage and Facebook Event Pages
- One (1) complimentary eblast to the DBA distribution list of 11k+ to be used by December 31, 2026
- Recognition as the Fall Décor sponsor in all press releases and Facebook & Instagram posts
- Reserved 10 x 10 space on Main Street

Broad Street Musician Sponsor (2 AVAILABLE) | \$500

- Your company's logo on Harvest Fest posters with text indicating sponsorship level
- Recognition on Harvest Fest Webpage and Facebook Event Page
- Sponsor signage with musicians
- Reserved 10 x 10 space next to the band

VENDOR INFORMATION



BUSINESS INFORMATION

OFFICIAL BUSINESS NAME: _____

BUSINESS DESCRIPTION: _____

BUSINESS ADDRESS: _____

CITY, STATE, ZIP: _____

CONTACT PHONE: _____

I AM A: ☐ NON-PROFIT ☐ RETAILER/CRAFTER ☐ FOOD VENDOR ☐ FOOD TRUCK
☐ SPONSOR ☐ BOOTH ☐ NO BOOTH NEEDED

PACKAGE INFORMATION

- ☐ PRESENTING SPONSOR | \$3,000 (Exclusive)
- ☐ MAIN STREET STAGE SPONSOR | \$1,500 (Exclusive)
- ☐ PORT-O-LET SPONSOR | \$1,000 (Exclusive)
- ☐ PASSPORT SPONSOR | \$1,000 (Exclusive)
- ☐ FESTIVAL MAP SPONSOR | \$500 (Exclusive)
- ☐ FRIENDS OF THE FALL DECOR SPONSOR | \$500
- ☐ MUSICIAN SPONSOR | \$500
- ☐ MAIN STREET BOOTH | \$200 FUTURE MEMBER | \$100 MEMBER | \$50 NON-PROFIT
- ☐ BROAD STREET BOOTH | \$100 FUTURE MEMBER | \$50 MEMBER | \$25 NON-PROFIT

PAYMENT INFORMATION

☐ CHECK ☐ CREDIT CARD ☐ CREDIT CARD - ON FILE ONLY

TOTAL AMOUNT TO BE CHARGED: _____

NAME ON CARD: _____

BILLING ADDRESS: _____

CITY, STATE, ZIP: _____

CARD TYPE

☐ VISA ☐ MASTER CARD ☐ DISCOVER ☐ AMEX

CREDIT CARD NUMBER: _____

EXPIRATION DATE: _____ CVV: _____

SIGNATURE: _____ DATE: _____

PLEASE NOTE: All Vendors must provide credit card information. Your bank statement will display a "Greater Lehigh Valley Chamber of Commerce" credit card charge. This will be kept securely on file, in case of a "no-show". If you do not submit this information, your application is considered INCOMPLETE. Card will NOT be charged unless you do not show up to your space on festival day. \$100 fee will be processed in the event of no-show.

VENDOR BOOTH SKETCH



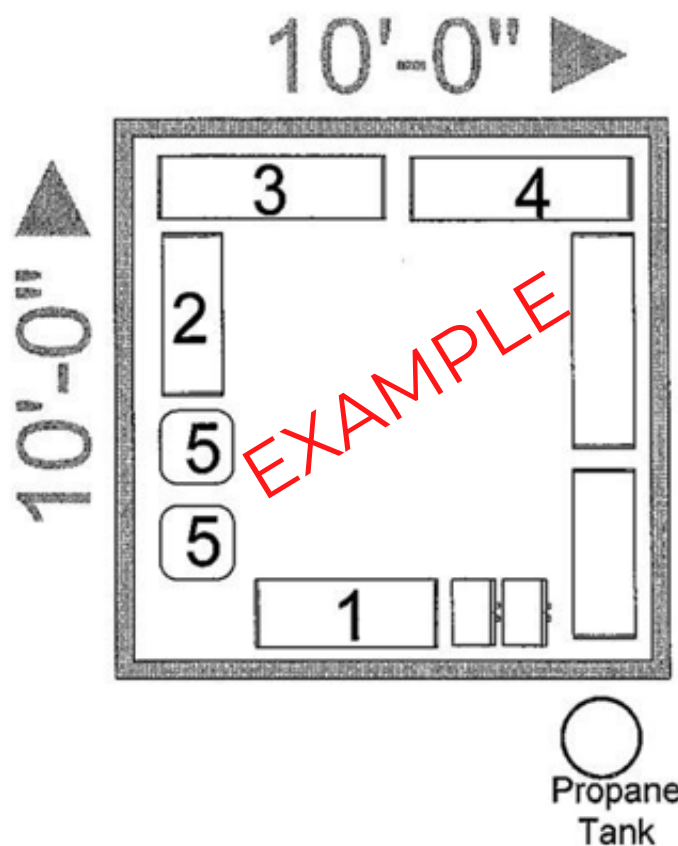
EXAMPLE

BOOTH # **7**

Number	Description of Equipment	Amperage/Wattage	Voltage
1	Refrigerator	12.5amp each	120 V
2	Food Processor	1100 watts	120 V
3	Warmer Lamp	1800 watts	120 V
4	Cash Register	5amp	120 V
5	Crook Pots	800 watts	120 V
EXAMPLE			

SIZE OF STRUCTURE: **10' x 10' Tent**

NAME: **Worlds Best Hoagies**



VENDOR BOOTH SKETCH



PLEASE SPECIFY THE EXACT LOCATION OF EACH PIECE OF EQUIPMENT BY PLACING THE CORRESPONDING LINE OF EACH ITEM ONTO THE SCHEMATIC. LIKEWISE, PLEASE INDICATE OUTSIDE THE TENT/STRUCTURE OF THE SCHEMATIC TO SPECIFY THE LOCATION OF ANY PROPANE TANK.

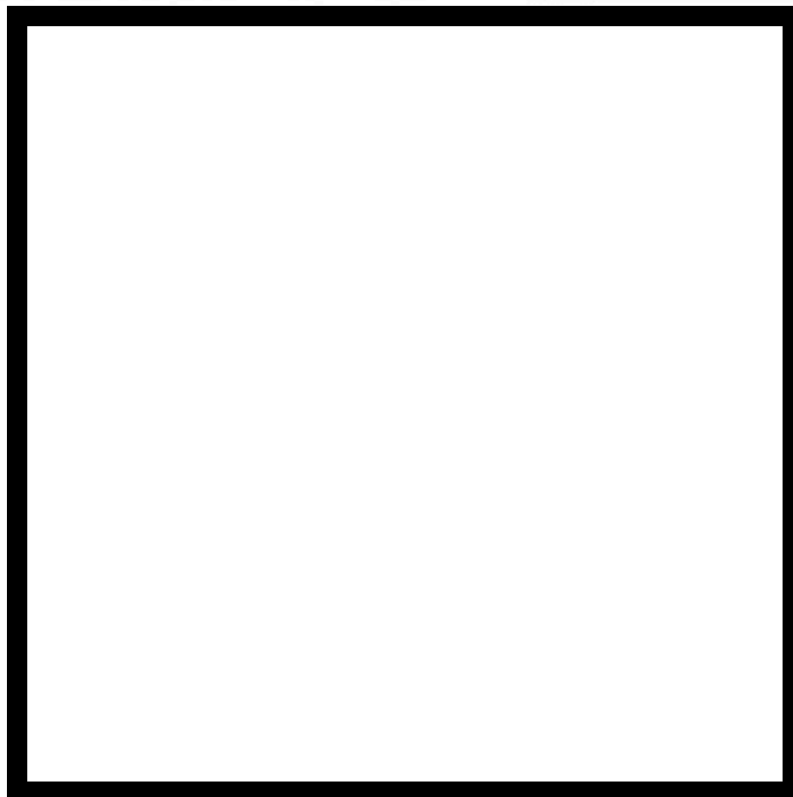
BOOTH # _____

Number	Description of Equipment	Amperage/Wattage	Voltage

SIZE OF STRUCTURE: _____

NAME: _____

10' x 10'
Booth Space



RULES & REG'S



GENERAL GUIDELINES

- Applications will be juried on specific application criteria and the overall integrity of the event.
- Failure to provide all required information for The Chamber and the City of Bethlehem will be deemed an incomplete application, resulting in rejection. Payments will be returned.
- The Bethlehem Chamber of Commerce reserves the right to accept or decline applications at our discretion.
- Vendors must provide Liability Insurance for 1. The City of Bethlehem and 2. The Greater Lehigh Valley Chamber of Commerce.
- Acceptance into previous events does not guarantee acceptance into Harvest Fest 2026.
- Those providing food items may need to meet additional requirements outlined by The City of Bethlehem.
- City of Bethlehem health permit fees may be found on the Vendor Application for the City of Bethlehem. *Health Department: 610-865-7083*
- All Vendors must obtain a Business Privilege license to operate in the City of Bethlehem. *Tax Office: 610-865-7022*
- Vendors are responsible for obtaining and displaying any event permits as required and operating within any local, state, or federal guidelines or laws.
- Vendors may not sell or distribute alcoholic beverages. The sale of raw milk and cheeses made with raw milk is prohibited. No exceptions.
- Vendors may sell expertly executed crafts, art, retail products, or food items. Only products represented in the application and on any attached photos may be sold in vending space.
- Booth space is 10' x 10' and may not be shared with other vendors.
- Vendor to provide tents, tables, chairs, weights (if needed), and displays. The booth may not be level, bring leveling devices for displays. This is an outdoor event; be prepared for all types of weather.
- Vendors must remain open for the entirety of the event. No early closures.
- No refunds will be given due to inclement weather as this is a rain-or-shine event; \$100 fee for no-show vendors.
- Vendors may not advertise, sell, or distribute literature outside of their booth space.
- Vendors must maintain a clean area and provide refuse bags to condense and secure waste. Specific festival trash receptacles may be used, which can be found in the parking spaces along Rubel Street.
- Vendors must return their areas to pre-event condition. If repair and/or cleaning costs are incurred and the DBA determines the Vendor responsible, the Vendor will incur costs for such repairs.
- No vehicles of any type may be driven on the grass or sidewalks or parked on or near exhibitors' assigned locations during the event. All vehicles must leave Main Street by 11:30 AM.

TIMELINE

- SEPTEMBER 4 - Deadline for postmarked application
- SEPTEMBER 7 - Vendors notified of application approval (if not previously contacted)
- OCTOBER 1 - Detailed information emailed
- OCTOBER 10 - HARVEST FEST
- 10:30 AM - Event Setup
- 11:30 AM - All unauthorized vehicles must move off of the road
- 12:00 PM - EVENT BEGINS
- 5:00 PM - EVENT ENDS
- 6:00 PM - Main Street opens

This agreement shall be binding on the parties hereto, their successors, or assigns. It is agreed that neither party may convey, sell or assign this AGREEMENT without express written consent signed by both parties. This agreement shall be construed under the laws of the Commonwealth of Pennsylvania and actions hereunder shall be in Northampton County, Pennsylvania. Failure to comply with this AGREEMENT shall entitle DBA to terminate this AGREEMENT and to demand the immediate cessation of VENDOR activities, removal from the festival grounds, and forfeiture of any fees and deposits. The first notification shall constitute a warning; the second notification shall result in forfeiture of the deposit; the third notification may result in the termination of this AGREEMENT and removal of the VENDOR from the festival grounds.

BY SIGNING, I ACKNOWLEDGE AND WILL ADHERE TO THE RULES AND REGULATIONS OUTLINED ABOVE.

SIGNATURE: _____ DATE: _____

RULES & REG'S



GENERAL GUIDELINES

- Applications will be juried on specific application criteria and the overall integrity of the event. Acceptance into previous events does not guarantee acceptance into Harvest Fest 2026.
- Incomplete applications will not be considered for participation. Vendor space is not guaranteed until the application is approved and payment is received in full.
- The Bethlehem Chamber of Commerce and Downtown Bethlehem Association reserve the right to accept, decline, or revoke applications at their discretion.
- Vendors must provide proof of general liability insurance naming the City of Bethlehem and Greater Lehigh Valley Chamber of Commerce as additional insureds where applicable.
- Food vendors may need to meet additional City of Bethlehem requirements. Health Department: 610-865-7083. All vendors must obtain a Business Privilege License. Tax Office: 610-865-7022.
- Vendors are responsible for obtaining and displaying all required permits/licenses and operating within all local, state, and federal guidelines or laws.
- Vendors using propane, cooking equipment, generators, electrical service, or open flames must receive prior approval where required and comply with City of Bethlehem Fire Department requirements.
- Vendors may not sell or distribute alcoholic beverages. The sale of raw milk and cheeses made with raw milk is prohibited. No exceptions.
- Vendors may sell only approved crafts, art, retail products, or food items represented in the application and submitted photos. Organizers may require the removal of unapproved merchandise.
- Booth space is 10' x 10' and may not be shared, sold, assigned, transferred, or subleased without written approval.
- Vendors must provide tents, tables, chairs, weights, leveling devices, and displays. This is an outdoor event; be prepared for all types of weather.
- Booths must be neat, professional, family-friendly, and safely maintained throughout the event. Vendors may not advertise, sell, or distribute literature outside their booth space.
- Vendors must remain open for the entirety of the event. No early closures. Vendors arriving after the designated setup period may be denied access to the festival footprint.
- No refunds will be given due to inclement weather; this is a rain-or-shine event. A \$100 fee will be charged to no-show vendors.
- Vendors are expected to conduct themselves professionally. Abusive, disruptive, unsafe, discriminatory, threatening, or inappropriate behavior may result in removal and affect future acceptance.
- Smoking, vaping, and cannabis use are prohibited within vendor booths during event hours.
- Vendors must maintain a clean area, provide refuse bags, and return the assigned space to pre-event condition. Failure to do so may affect future acceptance.
- If repair and/or cleaning costs are incurred and DBA determines the vendor responsible, the vendor will incur costs for such repairs or cleaning.
- No vehicles may be driven on grass or sidewalks or parked on or near exhibitors' assigned locations during the event. All vehicles must leave Main Street by 11:30 AM.

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