



**Borough of Hanover**  
 44 Frederick St., Hanover, PA 17331 717.637.3877  
**The Hanover Market House**  
 210 E. Chestnut St., Hanover, PA 17331 717-632-1353

Date Received
_____
Received By
_____

## Vendor Application

### BUSINESS INFORMATION

Business Name \_\_\_\_\_

Business Owner Name \_\_\_\_\_

Business Email \_\_\_\_\_

Phone(s) (C) \_\_\_\_\_ (H) \_\_\_\_\_ (W) \_\_\_\_\_

Business Facebook Address and/or Website \_\_\_\_\_

Owner Street Address \_\_\_\_\_

Business License Number (If applicable) \_\_\_\_\_

Driver's License Number \_\_\_\_\_

Vehicle Make/Model expected to be parked at the Market \_\_\_\_\_

Vehicle License Number \_\_\_\_\_

Please list two business references. (Name, Email, Phone)

1. \_\_\_\_\_
2. \_\_\_\_\_

Please list workers you expect to be helping in your stall.

Name _____	Phone _____
Name _____	Phone _____
Name _____	Phone _____

Emergency Contact Information

Name _____	Phone _____
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### PRODUCT INFORMATION

Product Description \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please attach images of your product. You may provide a link to your website or Facebook page.  
 \_\_\_\_\_

Food Vendors:

Will you need access to water? Yes or No

Please mark all products which apply to your application.

- Prepackaged Food
- Produce
- Food Prepared on Site

Will you need electricity? Yes or No If yes, number of electric plugs needed: \_\_\_\_\_

Will you have electric cases? Yes or No If yes, number of electric cases to be placed: \_\_\_\_\_

\*\*Please note – Food vendors may be required to undergo state inspection prior to opening.\*\*

**2023 MARKET HOUSE RENTAL FEES**

Each stall measures 7' long x 30" wide x 36 " high

Annual Stall Rental	\$420.00
Semi-Annual Stall Rental	\$325.00
Quarterly Stall Rental	\$295.00
Weekly Stall Rental	\$42.00
Weekly Non-Profit (Limited to 4 Consecutive Weeks)	\$10.00
Restaurant Stall Rental (Seating Extra)	\$775.00
Electric Access (Per Outlet)	\$57.75/outlet
Electric Plug in for Ca	\$82.75/case

Please note – Any alterations to existing facilities will be at the expense of the vendor and will become property of the Hanover Market House.

COMPLETION OF APPLICATION DOES NOT ISSUE ADMITTANCE TO THE MARKET.  
ACCEPTANCE TO THE MARKET IS BASED ON BOROUGH COUNCIL APPROVAL.

**I certify that all information in this application and the required documents is accurate to the best of my knowledge. I agree to comply with the Hanover Market House regulations. I understand that I will notify the Market Administrator or the Market Master of any changes regarding the information on this application.**

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Signature of Applicant

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Printed Name of Applicant

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Date

Please return completed application to  
The Market House Administrator Valerie Meyers  
([VMeyers@HanoverBoroughPA.gov](mailto:VMeyers@HanoverBoroughPA.gov))  
44 Frederick St., Hanover PA 17331  
717-637-3877

**Suggested Annual/Semi-Annual/Quarterly Application Process**

**Step 1:** Obtain business license as applicable.

Complete application.

Submit application with applicable signed documents. Include product images as necessary for review.

**Step 2:** Schedule interview to discuss vendor/market expectations.

**Step 3:** Food vendors undergo initial inspection with state as required.

**Step 4:** The Market Administrator will prepare the Article of Agreement to be signed by applicant and witness.

Article of Agreement will be presented to Borough Council for acceptance.

**Step 5:** Vendor participate in Market.