



Borough of Green Tree

10 West Manilla Avenue
Green Tree, PA 15220-3310
www.greentreeboro.com

412-921-1110
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OCTOBERFEST 2017

Saturday, September 16, 2017 11:00 am – 9:00 pm

Sunday, September 17, 2017 Noon – 8:00 pm

FOOD VENDOR AGREEMENT

The Octoberfest Committee is pleased to announce that the **21st Annual Octoberfest** will be held on **Saturday, September 16, 2017 and Sunday, September 17, 2017** behind Aiken Elementary School on Greentree Road, adjacent to Parkway Center. The hours of the festival are **Saturday, 11:00 a.m. to 9:00 pm and Sunday, Noon to 8:00 pm** followed by fireworks sponsored by Green Tree Medical Center and Highfield Urgent Care & Imaging.

The following restrictions will be strictly enforced:

- **NO** items other than those listed on permit will be allowed.
- **NO** more than two different food vendors can sell the same item(s)
- **NO** more than one ice cream vendor will be permitted
- **ADDITIONAL fee will be assessed if space is exceeded.**
- **Deposit will NOT be returned if space is not adequately staffed and open during all festival hours.**

Reservations will be handled on a first come/first served basis. Applications submitted must be received along with the \$325 fee, which includes the \$50 deposit, **which will be refunded to you by mail after the event provided all terms of this agreement have been met. Applications received after August 1, 2017 will be assessed a \$20 fee. Final applications deadline is August 18, 2017.** The Octoberfest Committee reserves the right to give final approval on all types of food and/or beverages sold. All applicants will receive written confirmation of approval for a space once the Octoberfest Committee reviews their application. A permit will be issued explicitly stating what will be permitted during the festival. The committee is attempting to prevent the duplication of the same foods and beverages.

The Octoberfest Committee will assign canopy placement and location. Vendor spots must be adequately staffed and open during all festival hours. Vendors are required to provide their own tables, chairs and other equipment.

Other groups are permitted to sell beverages such as lemonade, coffee, hot chocolate, cider and water. The selling of all other carbonated drinks will be strictly prohibited by any vendor other than a food vendor or other group permitted to sell food.

Vendors agree to keep the assigned rental space and surrounding area free of trash and debris. All trash must be bagged and placed in front of the canopy at the end of each night for disposal. Recycling of certain items will be required. More details will be given at the time the permit is issued. All vendors must supply proof of insurance naming the Borough of Green Tree as additional insured. In addition, all requirements of the Allegheny County Health Department must be met and is the sole responsibility of the food vendor.

Set-up will begin after 4 p.m. on Friday, September 15th and not before unless prior permission is granted.

**APPLICATION
FOOD VENDORS**

Food Vendors are defined as any individual, organization or business who wishes to sell a food and/or beverage product at the **Octoberfest**. Some examples are Pittsburgh Original Kettle Korn, Pitaland and Wings & Things along with others. The types of food sold will be at the discretion of the Octoberfest Committee. **NO MORE THAN TWO FOOD VENDORS CAN SELL THE SAME ITEM. NO MORE THAN ONE ICE CREAM VENDOR WILL BE PERMITTED.**

Electrical power will be provided during festival hours only. Initial hookup of two (2) standard 110v outlets is included in the rental fee. Any special wiring or mechanical apparatus is the responsibility of the vendor. A committee member must be informed of anyone needing electric after hours or extra service.

Please complete the application below and return it along with your check, payable to "Green Tree Borough", to the Administrative Office in the Municipal Center or mail it to the address listed on the application. Applications are being taken on a first come-first served basis.

If you have any questions, please call Janice Adamski at the Green Tree Borough Administrative Office (412) 921-1110 or e-mail Ofest@greentreeboro.com.

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FOOD VENDORS

Vendor Fee: \$325 (on or before August 1, 2017) \$345 (after August 1, 2017)
(Includes deposit)

Type of Food: _____

Type of Beverage (if any): _____

Special Requirements: (electric, water, etc.) _____

If electric needed for what? _____ **How much voltage required?** _____

Name: _____ Phone: _____

Business: _____ Phone: _____

Address: _____ E-Mail: _____

City: _____ State: _____ Zip: _____

By my signature below, I agree to terms as listed on this agreement and application.

By: _____ Date: _____

Make checks payable to: Green Tree Borough - 10 W. Manilla Ave. - Pittsburgh, PA 15220