



Borough of Green Tree

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

412-921-1110

OCTOBERFEST 2017 VENDORS CONTRACT

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

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

HOME BASED BUSINESS 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 p.m. and Sunday, Noon to 8:00 p.m.** concluding with fireworks sponsored by Green Tree Medical Center and Highfield Urgent Care & Imaging on Sunday.

The following restrictions will be strictly enforced:

- **NO** items other than those listed on permit will be allowed.
- **NO** usage of personal canopies
- **ALL** vendors must offer game or activity. If drawing is held in addition to game or activity, winner must be drawn, announced and awarded at the festival.
- **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. A deposit of \$50 will be required for the 2017 event, **which will be refunded to you by mail after the event provided all terms of this agreement have been met.** Applications submitted must be received along with the \$245 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,** by **August 1, 2017. 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 activities and games in an attempt to prevent duplication. 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 Octoberfest Committee will assign canopy placement and location. All canopies are 10x10 and will have two open sides. Side panels are available at an extra charge as listed on the application. Because of staging, the Committee reserves the right to change canopy details. Vendor spots must be adequately staffed and open during all festival hours. Vendors are required to provide their own tables, chairs and other equipment.

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.

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

Home Based Business Application

This group is defined as any "for profit" enterprise doing business as a sole proprietorship, from the home. Any business operating from a storefront location is considered a Local Business Vendor. Some Home Based Business Vendors that have joined us in the past include Origami Owl Jewelry, LuLaRoe, Tastefully Simple as well as others.

You are encouraged to use this event as an opportunity to promote your business. Some businesses have operated games, others have had raffles and several have donated their proceeds to charity. This is an excellent opportunity to advertise your business. Should you need a booth activity idea, we suggest you contact the J. Robins Distributing Co. located in Wilkinsburg (412-244-9444), Penn Distributing (412-241-0844) or Jones Party (814-346-7211). All specialize in the rental of carnival games and prizes and should be able to provide you with several good ideas. Jones provides the rides at Octoberfest, so arrangement for delivery can be made. Other businesses that provide this service can be found in the Yellow Pages.

The cost for a 10 x 10 space is \$245.00 for Home Based Business vendors. This price includes a 10 x 10 canopy, without sides, and a deposit of \$50. Side panels are available for an additional \$10.00 per side.. Lighting is also included in the cost. **Electric will not be provided unless requested.** If electric or plumbing is required, you **must** indicate so on application. Any additional furniture, shelves, displays, etc. must be provided by you.

Applications received after August 1, 2017 will be assessed a \$20 fee. Final applications deadline is August 18, 2017.

Please complete the application below and return it along with your check made payable to "Green Tree Borough" to the Administrative Office in the Municipal Center or mail it to the address listed on the application.

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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HOME BASED BUSINESS VENDOR

Vendor Fee: \$245 (on or before August 1, 2017) \$265 (after August 1, 2017)

(Includes \$50 deposit)

(Sides add'l \$10.00 each)

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

Type of Booth Activity: _____

Side Needed? Yes _____ No _____

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

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

Business Name: _____ Phone: _____

Contact Person: _____ E-mail: _____

Address: _____

City: _____ State: _____ Zip: _____

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

By: _____ **Date:** _____