



Borough of Green Tree

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

412-921-1110

OCTOBERFEST 2017

Saturday, September 16, 2017 11:00 am – 9:00 pm
Sunday, September 17, 2017 Noon – 8:00 pm

Local Business Agreement

Green Tree Borough is pleased to announce that the **21st Annual Octoberfest** will be held on Saturday, September 16th and Sunday, September 17, 2017. The Octoberfest Committee is hoping your business will be able to participate in this event. This year's **Octoberfest** will again take place behind Aiken Elementary School on Greentree Road, adjacent to Parkway Center. The hours of the festival will be Saturday, 11:00 am – 9:00 pm, and Sunday, Noon – 8:00 pm concluding with 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 one group can operate the same type of game or activity.
- **NO** store bought or retail items can be sold.
- **NO** usage of personal canopies
- **ALL** businesses 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 for canopies and the type of game or activity your business will participate in will be handled on a first come/first served basis. Applications submitted 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. 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 games and activities.

The Octoberfest Committee will assign canopy placement and location. All canopies will have two open sides, similar to previous years. 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. **Canopies 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, canopy 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.

Local Business Application

This group is defined as any local "for profit" enterprise doing business as a sole proprietorship, partnership or corporation from a store front. Some businesses that have joined us in the past include Highfield Imaging, Allegheny Valley Bank, First Commonwealth Bank and Greater Pittsburgh Joint & Muscle Center.

Your company is 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 including canopy is \$325 for local businesses plus a deposit of \$50 for a total of \$375. Canopies are 10' X 10' and will have two open sides, similar to last year. Side panel are available for an additional \$10.00 per side. Lighting is included in this cost. Any additional furniture, shelves, displays, etc. must be provided by your group. **Electric will not be provided unless requested.** If electric or plumbing is required, you must indicate so on application.

Applications received after August 1, 2017 will be assessed a \$20 fee. Final application 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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LOCAL BUSINESS

RENTAL - \$ 375 (on or before 8/1/17) \$395 (after 8/1/17)

(includes canopy and 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: _____

Canopy Needed? Yes _____ No _____ 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: _____