



Borough of Green Tree

10 W. Manilla Avenue, Green Tree, PA 15220-3310
www.greentreeboro.com ♦ 412-921-1110

Octoberfest
Committee
ofest@greentreeboro.com

Octoberfest 2024 Application – Local Community Group (Non-Profit)

Green Tree Borough is pleased to announce this year's annual Octoberfest celebration will be held on **Saturday, September 14th, 2024**. The Octoberfest Committee is hoping your group will be able to participate in this year's event, which will again take place in Green Tree Park, located at 905 Greentree Road, behind Aiken Elementary School. Please complete both pages of this application and return (along with fees and deposit money) to Green Tree Borough to apply.

Octoberfest 2024 Terms and Conditions

By submitting this application, vendor agrees to abide by the following terms and conditions:

- **ALL** Commercial Business vendors must offer a unique game or activity for festival patrons; similar games or activities will not be permitted, at the sole discretion of the Octoberfest Committee. Reservations/notice for games and activities will be handled on a first-come/first-served basis.
- Vendors offering a drawing or giveaway (in addition to a game or activity) must draw, announce, and award any and all prizes at the conclusion of the festival on Saturday. The festival will not assist with any announcements or giveaways; all contact with giveaway winners must be performed by vendor.
- **Please note: ONLY** festival-supplied canopies may be used. **NO** alcohol may be served. **NO** pets are permitted on festival grounds. **NO** items other than those listed on the permit will be permitted for sale.
- **Vendor space must be staffed, open, and active during all festival hours. Deposit will NOT be returned if space is not adequately staffed and open during all festival hours, at the sole judgment of the Committee.**
- Please note that all park, school, and festival areas are smoke-free.
- Vendors are responsible for providing any tables, chairs, and other equipment necessary.
- 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 a designated area for disposal. Recycling of certain items will be required; more details will be given at the time the permit is issued.
- Vendors agree to abide by the schedule provided, including the mandatory meeting. All exceptions will be reviewed on a case-by-case basis, and require prior written authorization from the Octoberfest Committee.
- Applications are not considered approved until the committee has received the completed, signed application (with applicable fees and deposit) and the vendor has received confirmation of acceptance from the committee.
- Applications will be reviewed on a first-come-first-served basis, with preference given to returning vendors.

All applications will receive written confirmation of approval for space rental and game/activity type. Please be sure the application contains up-to-date contact information should the Committee have additional questions. **Failure to abide by any of these terms (at the exclusive discretion of the Octoberfest Committee) will result in a forfeited deposit.**

ALL APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS ON FRIDAY, JUNE 28, 2024.

Please sign here to acknowledge your understanding and acceptance of all the terms and conditions listed above:

(signature)

(printed name)

(date)

Local Community Group Application

Community Groups in the Keystone Oaks School District and surrounding area(s) formed for the purpose of raising money for activities for their individual groups are considered local community organizations.

The Canopy Booth Fee includes the use of a booth space measuring 10 feet by 10 feet, and includes a covered canopy with 2 or 3 sides (dependent on location), and basic lighting. Additional sides may be requested in writing at the time of application. The Octoberfest Committee reserves the right to modify canopy details without notice due to staging requirements. **All vendors are required to include an event deposit, which will be returned to vendor at the event's conclusion, if all terms and conditions above are met, to the sole satisfaction of the Octoberfest Committee.** Payment for all Octoberfest funds may be made in a single or multiple check(s); any refunds will be issued via check to the address listed on the application; payments will not be "held", and all checks will be deposited promptly. Any additional equipment, including tables, chairs, furniture, shelves, displays, etc. must be provided by vendor. **Electricity (included at no additional charge) will not be provided unless specifically requested at the time of application.**

Important Dates/Times:

- Friday, September 13th
 - 4:00 PM - 8:00 PM – OPTIONAL Vendor Setup
- Saturday, September 14th
 - 9:00 AM to 10:30 AM – Vendor Setup
 - 10:30 AM – Mandatory Vendor Meeting in the festival food tent (duration: 15 minutes)
 - 11:00 AM to 8:00 PM – Festival Hours
 - 8:00 PM to 10:30 PM – Vendor Tear-down

Octoberfest 2024 Fee Schedule – Community Group

- Canopy Booth Fee: *Not Required*
- Refundable Deposit (required): \$50
- Additional Canopy Walls (optional): \$10 each

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: **Octoberfest Vendor Committee, 10 West Manilla Ave, Pittsburgh, PA 15220.**

Questions may be directed to the Octoberfest Committee, at ofest@greentreeboro.com, or by calling the Green Tree Borough Administrative Offices, at (412) 921-1110. Please note: Applications are not considered approved until the committee has received the completed, signed application (with applicable fees and deposit) and the vendor has received written confirmation of acceptance from the committee. Any unapproved applications (including uncashed checks) will be returned to the vendor.

ALL APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS ON FRIDAY, JUNE 28th, 2024.

All Fields Required Unless Otherwise Noted – **Bold** Items Indicate Default Choices

Business Name: _____ Contact Name: _____

Contact Phone: _____ Contact Email: _____

Mailing Address: _____

Please describe your booth game/activity: _____

This booth will accept electronic payments at the festival: Yes No N/A

Additional booth sidewalls requested (optional): **None** One Two

Electric Requested? Yes **No** → If Yes, Voltage Required: **110-volt** 220-volt

↳ If yes, please describe the need: _____

Please list any additional special requirements: _____

By my signature below, my organization certifies all information above is truthful:

(signature)

(printed name)

(date)