



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 – Food Vendor

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:

- **NO** items other than those listed on the permit will be permitted for sale.
- **NO** more than one food vendor may sell the same primary item(s).
- The sale of all carbonated/fresh beverages will be limited to permitted food vendors only.
- **Please note: NO** alcohol may be served. **NO** pets are permitted on festival grounds at any time.
- **Additional fees will be assessed if assigned space is exceeded.**
- **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 designated areas for disposal. Recycling of certain items will be required; more details will be given at the time the permit is issued.
- All food 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. **Vendors must be prepared to show proof of a valid ACHD Health Permit.**
- 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 28th, 2024.

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

(signature)

(printed name)

(date)

Food Vendor Application

Food Vendors are defined as any individual, organization, or business who wishes to sell a food and/or beverage product at the Octoberfest. The types of food permitted for sale will subject to the sole discretion of the Octoberfest Committee. No more than two food vendors may sell the same item. Some food/beverage types, such as ice cream, will be limited to a single vendor.

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. Any special requests must be noted in the form below. **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.** Water lines and/or electricity can be requested below for no additional charge.

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 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 – Food Vendors

- Booth Fee: \$150
- Refundable Deposit (required): \$50

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.

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

Vendor Name: _____ Contact Name: _____

Contact Phone: _____ Contact Email: _____

Mailing Address: _____

Type of Food: _____

Type of Beverage (if any): _____

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

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

↳ If yes, please describe the need: _____

Please list any additional special requirements (e.g. water): _____

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

(signature)

(printed name)

(date)