



## Borough of Green Tree

10 W. Manilla Avenue, Green Tree, PA 15220-3310  
[www.greentreeboro.com](http://www.greentreeboro.com) ♦ 412-921-1110

Octoberfest  
Committee  
[ofest@greentreeboro.com](mailto:ofest@greentreeboro.com)

### Octoberfest 2024 Application – Home-Based Business

Green Tree Borough is pleased to announce this year's annual Octoberfest celebration will be held on **Saturday, September 14<sup>th</sup>, 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** store-bought or retail items may be sold.
- **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.**
- Approval for all vendors will be assigned on a first-come-first-served basis and will be limited to one vendor per brand. No two vendors will be permitted to offer the same products for sale.
- 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 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.
- 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<sup>th</sup>, 2024.**

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

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*(signature)*

*(printed name)*

*(date)*

# Home-Based Business Application

This group is defined as any “for profit” enterprise doing business as a sole proprietorship from the home, including MLM/”direct sales” vendors. Any business operating from a storefront location is considered a Local Business Vendor.

Reservations for spaces and the type of product you will offer will be handled on a first come/first served basis. 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 13<sup>th</sup>
  - 4:00 PM - 8:00 PM – OPTIONAL Vendor Setup
- Saturday, September 14<sup>th</sup>
  - 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 – Home-based Business

- Canopy Booth Fee: \$75
- 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](mailto: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 28<sup>th</sup>, 2024.**

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

Business Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Please indicate the business/product you will be selling: \_\_\_\_\_

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)