



Borough of Green Tree

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

Octoberfest 2018

Food Vendor Agreement and Application

Green Tree Borough is pleased to announce its annual Octoberfest celebration will once again be held on Saturday, September 15th and Sunday, September 16th, 2018. 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 behind Aiken Elementary School on Greentree Road, adjacent to Parkway Center. Your group is encouraged to use this event as an opportunity to promote your business, through the use of family-friendly marketing and activities.

Octoberfest 2018 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 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.**
- 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.
- 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 agree to abide by the set-up/tear-down schedule provided. All exceptions will be reviewed on a case-by-case basis, and require prior written authorization from the Octoberfest Committee.

All applications will receive written confirmation of approval for space rental. Please be sure the application contains up-to-date contact information, in the event the Committee has additional questions.

ALL APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS ON MAY 31, 2018.

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. No more than one ice cream vendor will be permitted at Octoberfest.

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 a separate event deposit, which will be returned to vendor within 30 days of event conclusion, if all terms and conditions above are met, to the sole satisfaction of the Octoberfest Committee.** Payment for all Octoberfest fees may be made in a single check; any refunds will be issued via check to the address listed on the application.

Any additional equipment, including tables, chairs, furniture, shelves, displays, etc. must be provided by vendor. **Electricity will not be provided unless specifically requested at the time of application.** Water lines and/or electricity can be requested below, and will be provided at no additional charge.

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 above. 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.

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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): _____

Electric Requested? **Yes** No 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)

Borough Use Only:

App. Received: _____ Payment Received: _____ Deposit Returned: _____