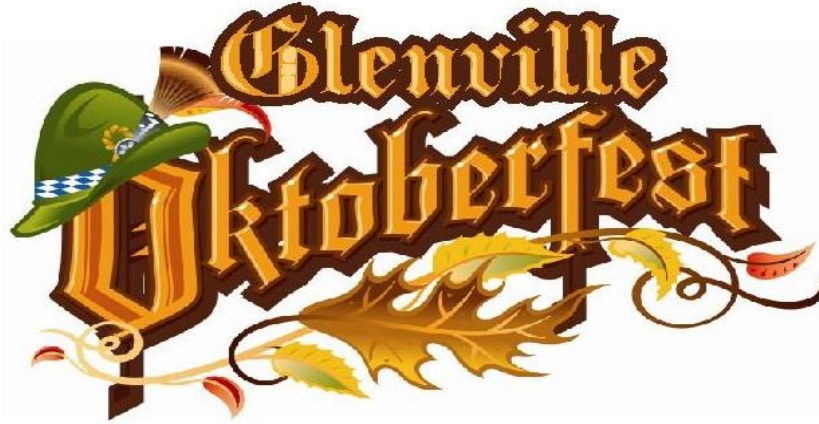




Vendor Packet



- Description:** Community event featuring an authentic German Biergarten with food and music along with local bands, children's activities and business and food vendors.
- When:** Saturday ∞ September 24th, 2016 ∞ Noon to 9:00 pm (Rain or shine)
- Location:** Maalwyck Park/Route 5 Glenville (across from Glenville Business Park entrance)
- Deadline:** August 31, 2016
- Contact:** Lori Reffue ∞ lori_s_reffue_keybank.com
Heather Peterson ∞ 518-372-9518 ∞ heather@watsonpeterson.com

This packet is for vendors wishing to be part of our family friendly activity and vendor area only.

glenvilleoktoberfest.com

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Application Checklist

DEADLINE FOR ALL VENDOR APPLICATIONS & PAYMENT: AUG 31, 2016

Craft Vendors

- Harvest Area Application (completed and signed)
- Check payable to GBPA for booth space

Exhibitor

- Harvest Area Application (completed and signed)
- Check payable to GBPA for booth space

Snack Vendor

- Harvest Area Application (completed and signed)
- Check payable to GBPA for booth space
- You must obtain a Permit from Schenectady County Environmental Health Unit
107 Nott Terrace, Suite 300 ∞ Schenectady, NY 12308 ∞ 518-386-2818

Activity Vendor

- Harvest Area Application (completed and signed)
- Check payable to GBPA for booth space
- Certificate of General Liability Insurance, minimum \$1M per occurrence, listing the Certificate Holders as follows:

Town of Glenville	G.B.P.A.
18 Glenridge Rd.	690 Saratoga Rd.
Glenville NY 12302	Burnt Hills, NY 12027

RETURN FORM AND PAYMENT TO ANY OF THE FOLLOWING LOCATIONS:

**Glenville Oktoberfest
c/o Key Bank
241 Saratoga Road
Glenville, New York 12302**

Keep copy of this application for your records.

2016 Glenville Oktoberfest

Saturday ∞ September 24th ∞ Noon - 9:00 pm



HARVEST AREA APPLICATION

Please Check Vendor Type:

Craft Exhibitor Snack (DOH Permit required) Activity (Insurance may be required)

Organization/Business Name: _____

Contact Name: _____

Mailing Address: _____

City/State/ZIP: _____

Home Phone: _____ Work Phone: _____

Cell/Other Phone: _____ Fax Number: _____

E-Mail Address: _____

Agreement and Signature

By submitting this application, I accept all terms set forth in the enclosed Terms for Application.

Signature	Printed Name	Date

INDICATE EXHIBITOR SPACE SIZE

_____ Standard 10'x10' \$75.00

_____ Standard 10'x10' and Ad in Event Book (2 ½ x 2) \$125.00

_____ Double 10'x20' \$150.00

_____ Additional Standard 10'x10' space can be purchased for \$75.00

Please enclose appropriate Booth Fee (make checks payable to): GBPA

Please list all items that will be sold and their prices. For activity vendors, indicate "Free" or amount charging public. You may attach list. Subject to approval of committee.

- 1
- 2
- 3
- 4

❖ *Vendor applications are subject to approval of the Oktoberfest committee*

❖ *Applications will be reviewed only when payment is received*

❖ **NO WANDERING SALES!**

*****COMMITTEE USE ONLY*****

Date Appl. Received: ____ / ____ **Insurance Form Encl** ____ **Authorized Initials** _____

2016 Glenville Oktoberfest

Saturday ∞ September 24th ∞ Noon - 9:00 pm



Terms for Application – Harvest Area

- Community and Youth groups may apply for a reduced vendor fee in exchange for volunteer hours (vendor fee waiver form is available on the website)
- I understand that in order to participate in the Oktoberfest I must complete all of the following and make payment, **non-refundable booth fee**, to the Oktoberfest Committee by August 31st, 2016. I further understand this is a rain or shine event.
- I understand that only snack-type vendors are permitted in the harvest area.
- **I understand that I may not drive onto the field with my vehicle.** An unloading lane along the field will be utilized to unload. Volunteers will be available to assist with transportation of items to vendor space on a first come, first serve basis. Once unloaded, my personal vehicle will need to be moved to the designated parking areas after setting up my booth. Parking passes will be issued (maximum of 2 personal vehicles per vendor).
- I understand that the Committee will assign vendor location, and the Committee reserves the right to adjust booth placement prior to the event.
- I understand that I am responsible to supply my own tables, chairs, generators (quiet) and for cleaning up my booth. Trash removal will be handled by the event organizers; however participants are expected to maintain the cleanliness of their booths at all times. Vendors are strongly encouraged to recycle items whenever possible.
- I understand that my booth must be attended at all times.
- I understand that my booth will not be permitted to move from my assigned location during the event. **NO WANDERING SALES!!!**
- I understand that I must notify the Committee if I decide to cancel, even if it is as late as the day of the event.
- I understand my booth set-up must be complete by 10 AM. Breakdown is no earlier than 6 PM. This year you have the opportunity to stay open past 6 PM as long as your are completely down by 8 PM (prior to the start of the fireworks show)
- I understand that I am solely liable for equipment (installation, operation, and teardown), and any other personal property at the event. I must carry insurance coverage for said items to cover loss due to vandalism, theft, or any other casualty. Loss due to fire, theft, damage, or injury is the sole responsibility of the vendor. I understand and agree that the Town of Glenville, the GBPA and the Oktoberfest Committee and their employees and agents shall be held harmless for any claim of theft, vandalism, casualty, or loss.
- I understand that I am responsible for operating within any local, state, or federal guidelines or laws.
- ***The Vendor shall defend, indemnify, and hold harmless the Town of Glenville, the GBPA and the Oktoberfest Committee and their employees and agents, from and against all claims, damages, losses and expenses (including, without limitation, reasonable attorney's fees) arising out of, or in consequence of, any negligent or intentional act or omission of the Vendor and/or the Vendor's employees or agents, to the extent of the responsibility of the Vendor and/or the Vendor's employees or against for such claims, damages, losses, and expenses.***