



Exhibitor 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 30th, 2023 ∞ Noon to 9:00 pm (Rain or shine)
Location:	Maalwyck Park/Route 5 Glenville (across from Glenville Business Park entrance)
Deadline:	August 31, 2023
Email:	iwannahelp@glenvilleoktoberfest.com

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

glenvilleoktoberfest.com



#GlenvilleOkto





Application Checklist

DEADLINE FOR ALL APPLICATIONS & PAYMENT: AUG 31, 2023

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

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
Additionally Insured as follows:
Town of Glenville G.B.P.A.
18 Glenridge Rd. PO Box 2728
Glenville NY 12302 Glenville, New York 12325

Snack Vendor / Food Concession

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

RETURN FORM AND PAYMENT TO ANY OF THE FOLLOWING LOCATIONS:

**Glenville Oktoberfest
c/o GBPA
PO Box 2728
Glenville, New York 12325**

Keep a copy of this application for your records.

2023 Glenville Oktoberfest

Saturday ∞ September 30th ∞ Noon - 9:00 pm



HARVEST AREA APPLICATION

Please Check Vendor Type:

☐ Exhibitor ☐ Activity (Insurance may be required)
☐ Snack (DOH Permit required) ☐ Food Concession (prepared onsite, DOH, Insurance reqd)

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' \$85.00

_____ Double 10'x20' \$170.00

_____ Additional Standard 10'x10' space can be purchased for \$85.00

_____ Food Concession (tents only - no trailers or food trucks) 10' x 20' space \$500.00

Note: location of Oktoberfest on athletic fields limits number of 'Major Food Vendors' (at \$1000 + sponsorship level) – please inquire at iwannahelp@glenvilleoktoberfest.com if interested and space is available

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.

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

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

❖ **NO WANDERING SALES!**

2023 Glenville Oktoberfest

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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, 2023. I further understand this is a rain or shine event.
- I understand that changes to comply with local, state, or federal guidelines related to covid-19 / social distancing may be required and agree to comply with these guidelines and follow the instructions of the Glenville Oktoberfest Committee.
- I understand that only snack-type vendors are permitted in the harvest area. No major food vendors.
- **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. No subletting of vendor locations.
- 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 during the event. All trash needs to be removed from area and taken to dumpsters before leaving. Vendors are strongly encouraged to recycle items whenever possible.
- NO OFFENSIVE MATERIAL OR OFFENSIVE NOVELTIES, OR OTHER ITEMS THAT WOULD BE IMPROPER FOR A FAMILY ATMOSPHERE. Exhibitor will be asked to pull offensive items.
- 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. We ask that vendors have breakdown completed by 8pm, else they need to wait till after the fireworks show has ended.
- 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.*

Please keep a copy of this completed application for your records.