



# Exhibitor Packet



Best Local Event  
Glenville Oktoberfest



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Glenville Oktoberfest

|                     |   |
|---------------------|---|
| <b>Description:</b> | Community event featuring an authentic German Biergarten with food and music along with local bands, children’s activities and business and food vendors. |
| <b>When:</b>        | Saturday ∞ September 28th, 2024 ∞ Noon to 9:00 pm (Rain or shine)   |
| <b>Location:</b>    | Maalwyck Park/Route 5 Glenville (across from Glenville Business Park entrance)  |
| <b>Deadline:</b>    | August 31, 2024   |
| <b>Email:</b>       | <a href="mailto:iwannahelp@glenvilleoktoberfest.com">iwannahelp@glenvilleoktoberfest.com</a>  |

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

[glenvilleoktoberfest.com](http://glenvilleoktoberfest.com)



# *Application Checklist*

**DEADLINE FOR ALL APPLICATIONS & PAYMENT: AUG 31, 2024**

## **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.

# 2024 Glenville Oktoberfest

Saturday ∞ September 28th ∞ 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.**

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|           |              |      |
|-----------|--------------|------|
| 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](mailto: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.**

- 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!**

## 2024 Glenville Oktoberfest

Saturday ∞ September 28th ∞ 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 31<sup>st</sup>, 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 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.
- Due to issues with exhaust and noise, portable generators are NOT ALLOWED within the Harvest Area “rows”. If you need power, we will try to position your space along the outer perimeter of the event.
- 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.