



2024 CRAFT / FESTIVAL VENDOR APPLICATION PACKET

The Pennsylvania Bavarian Oktoberfest Committee thanks those vendors that participated in our annual celebration last year. The weather was great, and the crowds were abundant. We couldn't have done it without you, our vendors. If you missed the event, the Oktoberfest Committee would like to invite you to our **26th Annual Pennsylvania Bavarian Oktoberfest**. We want to continue to wow our patrons with even more Vendor choices and products.

FESTIVAL HOURS:

Friday, September 20, 2024	4:00 PM – 11:00 PM
Saturday, September 21, 2024	11:00 AM – 11:00 PM
Sunday, September 22, 2024	11:00 AM – 4:00 PM

SET-UP IS THURSDAY, SEPTEMBER 19, 2024

- **NO REFUNDS WILL BE ISSUED FOR ANY REASON. THE FESTIVAL WILL GO ON RAIN OR SHINE.**
- **Vendors MUST be open for business during ALL festival hours.** The Oktoberfest Committee may shorten the hours because of inclement weather or lengthen the hours because of strong attendance. We are working on the placement details and will provide the information once we receive and accept your application. **No one is permitted to leave early.**
- Please look carefully at the information that summarizes our regulations for participation in the festival, as well as the application. We continue to refine our contract.
- Submission of an application does not guarantee acceptance, and participation in previous years does not automatically register you for this year's event. We will notify you when your application has been accepted. All requests will be considered; however, our decisions are final.

IMPORTANT!!!

You **MUST** provide us with **PHOTO ID** and a **BUSINESS CARD**. All vendors must hold **general liability insurance at a minimum of one million dollars (\$1,000,000.00)** per occurrence and shall name the **Greater Canonsburg Chamber of Commerce** and **The Borough of Canonsburg** as an "Additional Insured" during **September 19-22, 2024, which includes set-up day. Short-term event policies are available. Please let us know if you need more information.**

If you have any questions, issues, or suggestions, please contact us.

Sincerely,

Greater Canonsburg Chamber of Commerce

68 East Pike Street – Suite 104, Canonsburg, PA 15317

724-745-1812

oktoberfest@canonchamber.com



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PERSONAL NAME: _____

BUSINESS NAME (IF ANY): _____

ADDRESS: _____

TELEPHONE: _____ CELL: _____

EMAIL: _____

WEBSITE: _____

***PRODUCTS TO BE SOLD: A description and photos of items to be sold is MANDATORY.** Please list and describe all items you plan to sell or the services you plan to offer. If you are selling multiple items, each item must be represented. You will be restricted to your list.

***PHOTOS OF YOUR DISPLAY MUST BE SUBMITTED TO THE CHAMBER AT oktoberfest@canonchamber.com**

COST PER 10' X 10' SPACE IS \$250.00 which includes Chamber Membership.

***** \$100 for every additional 10 feet*****

TOTAL DUE: _____ (Payment will be refunded if application is denied)

- **ELECTRICITY REQUIREMENTS (List Specific Amp Needed): _____**
- **20 Amps provided - \$1/amp for every additional Amp needed**
- **CERTIFICATE OF INSURANCE: Your application will not be processed until a certificate of LIABILITY INSURANCE is received. Please make sure the certificates are valid during the dates of the Oktoberfest event and designate the Greater Canonsburg Chamber of Commerce AND The Borough of Canonsburg as additional insured. If information on purchasing Liability is needed, please contact us.**

I agree to comply with all the rules and regulations of the 2024 Pennsylvania Bavarian Oktoberfest. **After the application is accepted, there are NO refunds.**

SIGNATURE: _____

DATE: _____

Mail all checks to: Pennsylvania Bavarian Oktoberfest, 68 E. Pike St. Suite 104, Canonsburg, Pa. 15317



2024 CRAFT / FESTIVAL VENDOR RULES & REGULATIONS

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Please read the following regulations and initial each line as confirmation of your acceptance and agreement.

This form must be returned along with your application, payment, proof of insurance, necessary certifications and/or licensing prior to consideration for participation in the Pennsylvania Bavarian Oktoberfest. Failure to provide the necessary information will cause your application to be denied.

_____ Tents must be clean and secured in a proper manner to eliminate any risks to patrons attending the festival. **No stakes of any kind are permitted; however, stabilization is required.** Tent leg sandbags may be purchased on Amazon or at your local sporting store.

_____ **Inside lighting of each tent is mandatory**, as the lighting in the parking lot will not be sufficient. Electricity will be available at no extra cost. Electric space heaters or blankets are not permitted however, propane heaters are acceptable. You must provide your own extension cords, which must be in good condition with proper connections.

_____ Craft / Festival Vendor space is ten-foot-long (side to side) by ten-foot-wide (front to back). Multiple spaces are available.

_____ All equipment must be maintained by the participant in a safe and workmanlike manner and must comply with all applications, building and zoning laws, ordinances, and regulations.

_____ Vendor space must be kept clean, safe, and in sanitary condition. All trash must be placed in plastic bags supplied by vendor and placed in a dumpster designated by the Pennsylvania Bavarian Oktoberfest. Vendor shall not interfere with nearby vendors. This includes, but is not limited to, audio and space intrusion. **No smoking is permitted within booths or craft area.**

_____ **No car, truck, or van traffic is permitted on the event grounds during festival operating hours.** Limited access for restocking will be available before and after event hours. Plan for your day in advance. **There is NO PARKING on festival grounds.**

_____ Vendor is responsible for obtaining and maintaining, in full force for the duration of the festival, all necessary federal, state, local, or municipal permits, licenses, certificates, or approvals. Vendor is responsible for the proper collection, and reporting of any federal, state, local, municipal sales or use taxes and must comply with municipal laws, ordinances, and regulations.



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_____ Vendors wishing to insure their goods must do so at their own expense. The Pennsylvania Bavarian Oktoberfest/GCCC assumes no responsibility for damage to, nor guarantees the safety of, property from fire, accident, or any other cause whatsoever; items lost or stolen over the course of the event (including set-up and tear-down); and/or injury to the vendor's agents or employees.

_____ Vendor shall ensure that its officers, employees, agents, and contractors comply with all rules and regulations pertaining to the event and always conduct themselves in a competent, professional, and courteous manner.

_____ Participants **must set up on Thursday September 19, 2024**, at the designated time; all equipment **must be removed Sunday, September 22, 2024, starting no earlier than 4:00 PM** and the area cleaned to the specifications of the committee. **For safety reasons, there is no tear-down until the festival ends and the festival coordinator receives police confirmation that traffic may enter the festival grounds.**

_____ Vendors shall maintain general liability insurance. Vendor agrees to indemnify, hold harmless, and defend the Pennsylvania Bavarian Oktoberfest/GCCC, The Borough of Canonsburg, and its directors and officers from and against all liabilities, costs, losses, settlements, or expenses in connection with, arising from, or relating to sale of food products, services, other items, or vendor's the assigned space. Vendor agrees that the Pennsylvania Bavarian Oktoberfest/GCCC and the Borough of Canonsburg shall not be responsible for any liabilities, costs, losses, settlements, expense, or other damages in connection with, arising from, or related in any way to the Oktoberfest celebration.

YOUR SIGNATURE ON THE APPLICATION ACCEPTS ALL THE ABOVE RULES AND REGULATIONS.