



2024 FOOD VENDOR APPLICATION PACKET

On Behalf of The Pennsylvania Bavarian Oktoberfest Committee, it is my pleasure to invite you to join us and participate in the **26th Annual Pennsylvania Bavarian Oktoberfest!** We THANK those vendors that participated in our annual celebration last year, making it one of the best years we have had. The weather was great, and the crowds were abundant. We couldn't have done it without our vendors. If you missed the event, the Oktoberfest Committee extends a warm welcome to our newcomers.

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 as soon as it is available.**
- 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.
- 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.

IMPORTANT!!!

You MUST provide us with PHOTO ID and a BUSINESS CARD. All vendors must hold general liability insurance of no less than 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 20-22, 2024 (which includes set-up day). Short-term event policies are available. Please let us know if you need the contact information for this policy.

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



2024 FOOD VENDOR APPLICATION

PERSONAL NAME: _____

BUSINESS NAME (IF ANY): _____

ADDRESS: _____

TELEPHONE: _____ CELL: _____

EMAIL: _____ WEBSITE: _____

PRODUCTS TO BE SOLD: A description of items to be sold is **MANDATORY**. Please list all items or attach a menu including pricing. Be specific if an item can be prepared in several ways. For example: hot sausage grilled with peppers and onions OR hot sausage cooked in tomato sauce.

CIRCLE SIDE YOU CAN SERVE FROM: DRIVER PASSENGER BOTH

COST FOR (1) 20' X 10' SPACE - \$1,000

COST FOR (2) 20' X 10' SPACES - \$1,500

COST FOR ADDITIONAL EVERY ADDITIONAL 20'- \$750

Application and full payment must be received by August 1, 2024, to reserve your space(s).

NUMBER OF 20' SPACES NEEDED: _____

TOTAL AMOUNT DUE BY VENDOR: _____

APPROXIMATE LENGTH OF TIME IT TAKES TO SET UP YOUR SPACE(S): _____

- ELECTRICITY REQUIREMENTS (List Specific AMP): _____
- 50 Amps per Booth - \$1 for every additional Amp needed
- **CERTIFICATES & LICENSE ENCLOSED:** Your application will not be processed until a certificate of insurance and a temporary food service license have been received and verified by the committee. Please make sure the certificates are valid during the dates of the Oktoberfest event.

I agree to comply with all the rules and regulations of the 2024 Pennsylvania Bavarian Oktoberfest. After 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

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FOOD VENDOR REGULATIONS – INITIAL EACH RULE AND RETURN WITH APPLICATION

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.

_____ **Food vendor space is 20-foot-long (side to side) by ten-foot-wide (front to back). You must count your hitch in that space.** Multiple spaces are available. Electricity and water are available. You must provide your own extension cords and hoses. The electric cords must be in good condition with proper connections.

_____ All equipment (cooking utensils, electric cords and outlets, grills, microwaves, tents, trailers, vans) 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. Tents must be clean and secured in a proper manner as to eliminate any risks to patrons attending the festival. **No stakes of any kind are permitted**; however, stabilization is required.

_____ 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. **Cooking oils should be replaced in their original containers, secured in plastic bags, and disposed of properly when cooled. No products should be dumped in the street.** Vendor shall not interfere with nearby vendors. This includes, but is not limited to, audio and space intrusion.

_____ **No cars, trucks, 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.

_____ Vendors wishing to insure their goods must do so at their own expense. The Pennsylvania Bavarian Oktoberfest 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 conduct themselves always in a competent, professional, and courteous manner.

_____ Participants **must set up on Thursday, September 19, 2024**, at time designated; all equipment **must be removed Sunday, September 22, 2024**, 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 comprehensive liability insurance in an amount no less than one million dollars (\$1,000,000.00) per occurrence and shall name the Greater Canonsburg Chamber of Commerce as additional insured. Vendor agrees to indemnify, hold harmless, and defend the Pennsylvania Bavarian Oktoberfest, Greater Canonsburg Chamber of Commerce 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 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 Pennsylvania Bavarian Oktoberfest celebration. **YOUR SIGNATURE ON THE APPLICATION ACCEPTS ALL THE ABOVE RULES AND REGULATIONS.**