

Robinson Township's 15th Annual Autumn Festival
NEW VENDOR APPLICATION
Burkett Recreation & Sports Complex
Festival Located On the Daniel P. Tallon Memorial Field
Saturday, September 9, 2017* 12 Noon – 10:00 p.m.

GAMES & INFORMATION BOOTHS:

\$35.00 for ONE – 10' x 10' Booth Space
\$30.00 for second booth space– 10' x 10' Booth Spaces
Spaces are for single businesses only

**PLEASE BE SURE TO
INCLUDE YOUR SELF
ADDRESSED STAMPED
ENVELOPE**

**PLEASE BE
SURE TO
INCLUDE
YOUR EMAIL
ADDRESS
We will be
sending all up-
dates via email!**

**PLEASE
PRINT
CLEARLY**

PLEASE REMEMBER, THIS IS AN OUTDOOR EVENT

Please note; prices are ONLY for a space.

Vendors are required to bring own booths, tables, chairs, tents, extension cords, etc.

FOOD ITEMS WILL NOT BE ACCEPTED ON THIS APPLICATION.

****PLEASE PRINT CLEARLY****

*****EMAIL INFORMATION & PHONE #'S ARE IMPORTANT*****

ORGANIZATION/COMPANY: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBER: _____ **ALTERNATE NUMBER:** _____

EMAIL ADDRESS: _____ **Cell Number** _____

NUMBER OF BOOTH SPACES BEING RESERVED: _____ **AMOUNT ENCLOSED:** _____

LIST ONLY WHAT YOU WISH TO SELL!

PLEASE BE SPECIFIC: INFORMATION BOOTH, LET US KNOW WHAT INFORMATION * NOVELTY SALES PLEASE LET US KNOW EXACTLY WHAT YOU WILL SELL. Please be Specific. All requests are subject to approval by the Robinson Twp Parks Board. **NO EXCEPTIONS!**

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |

DO YOU REQUIRE ELECTRIC: YES _____ NO _____

Lap Tops, novelty lights etc.

The named applicant agrees to comply with all rules and regulations (attached hereto). I have received and read the attached copy of the 2016 Booth Requirements & Regulations, and agree to abide by its terms. I hereby agree to indemnify, defend, save and hold harmless the Township Of Robinson, its officers, elected officials and employees.

Date: _____ **Signature** _____

Please send a non refundable check or money order payable to Township of Robinson, a self-addressed, stamped envelope and completed form no later than August 30, 2017. **NO EXCEPTIONS!** TOWNSHIP OF ROBINSON, C/O Autumn Festival Reservations, 1000 Church Hill Road, Pittsburgh, PA 15205-9006, To the attn of: Mary Ann Johnson. **Please be advised returned check for insufficient funds will void your application and fees may apply.**



**Township of Robinson
Parks & Recreation Board**

1000 Church Hill Road
Pittsburgh, PA 15205-9006

Jane Tallon
Chair

Diane Freese
Vice-Chair

Denise Somma
Secretary

Janet Hammer
Mary Ann Johnson
Michael Migliozi
Debbie Marko
Members

Dear Autumn Festival Participant:

We are proud to announce our 15th Annual Robinson Township Autumn Festival. It will be held on Saturday, September 9, 2017 from 12:00 Noon until 10:00 p.m. The Festival is held at the Burkett Sports and Recreational Complex, Daniel P. Tallon Memorial Field in Robinson Township on Steubenville Pike/Rt 60.

The Township Parks & Recreation Board will once again provide an awesome event for all to enjoy including food, games, inflatables and entertainment on the stage, followed by a firework finale.

**** PLEASE READ – VERY IMPORTANT ****

All requests are subject to approval by the Robinson Township Parks Board. We cannot make any exceptions to this. All applications must be received by August 30, 2017.

***IF YOU PLAN ON BRINGING ANY TYPE OF TRAILER TO HOUSE YOUR ITEMS,
SPECIAL ARRANGEMENTS MUST BE MADE. YOU MUST NOTIFY US IN ADVANCE***

**We do not allow any vendor to pass out free food or free drinks,
NO EXCEPTIONS PLEASE!**

Please complete and forward the enclosed application to the Township of Robinson, c/o Autumn Festival Reservations, 1000 Church Hill Road, Pittsburgh, PA 15205-9006, ATTN: Festival Committee. Please make checks or money orders payable to the “**TOWNSHIP OF ROBINSON**” no later than August 30, 2016. All checks and money orders will be **NON-REFUNDABLE**. Please **INCLUDE a SELF-ADDRESSED, STAMPED ENVELOPE** so that we may send you your confirmation letter. It is important that you include a stamped envelope so that we can mail a confirmation letter to all participating in a timely fashion. Thank you in advance for your cooperation.

If you have any questions regarding this year’s event, please contact our Parks Board Chair Jane Tallon at jtallon@townshipofrobinson.com or call 412-788-8120 or Mary Ann Johnson at 412-859-3043. We are looking forward to another successful festival. Thank you for all your support.

Sincerely,
Robinson Twp
Parks and Recreation Board

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BOOTH GUIDELINES:



Township of Robinson Parks & Recreation Board

1000 Church Hill Road
Pittsburgh, PA 15205-9006

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PLEASE BE REMINDED THIS IS AN OUTDOOR EVENT! You may utilize your designated space as you see fit, provided it does not violate any of the following regulations. This is a family friendly festival.

PLEASE - Designate A drop off location for your member other than the festival grounds.

- We will strictly adhere to allowing only two automobiles pre-applicant onto festival grounds for drop off.
- If you have multiple people dropping off. We will not allow your members to bring a car onto festival grounds to drop off a case of water or any other single items for any booth. We have too many vendors to allow such an undertaking.

Please make sure all of your booth volunteers are familiar with the following list.

- You must abide by Allegheny County Health Department guidelines for serving food
- An adult must be in every booth at all times

Electricity:

- Wiring for the festival is carefully mapped to provide each booth with appropriate electricity.
- On the day of event; **Please** do not ask the electrician to make any changes or additions to your electrical requirements.
- If it is found you did not list all appliances (refrigerators, freezers, fryers etc.) and electric circuits are being compromised, you will be asked to unplug to reduce usage.
- Amperage information and special needs are to be listed on your application.

Literature Distribution

As an organization, you are welcome to engage in appropriate advertising about your group. Please abide by the following regulations:

- **YOU CAN** set out information about your organization and / or a sign –up sheet to gather contact information for future use.
- **YOU CAN** place a box for contest submission at your booth
- **YOU CANNOT** Make this a prerequisite for playing your game or receiving prize.
- **YOU CANNOT STAND OUTSIDE YOUR BOOTH AND HAND OUT ANY PRINTED LITERATURE WHATSOEVER.**