



**Township of Robinson  
Parks & Recreation Board**

1000 Church Hill Road  
Pittsburgh, PA 15205-9006

Jane Tallon  
*Chair*

Diane Freese  
*Vice-Chair*

Beth Crawford  
*Secretary*

Janet Hammer  
Mary Ann Johnson  
Michael Migliozi  
Norma Rozman  
*Members*

**Dear Autumn Festival Participant:**

**We are proud to announce our 9<sup>th</sup> annual Robinson Township Autumn Festival. It will be held on Saturday, September 17, 2011 from 12:00 Noon until 10:00 p.m. The fireworks will begin at 9:45 p.m. The Festival is held at the Burkett Sports and Recreational Complex in Robinson Township on Steubenville Pike/Rte 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. Evening entertainment will be provided by "The Stickers", followed by a fabulous fireworks finale.**

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

Due to the large amount of repeat vendors attending our event, we will reserve the food or other items you or your organization sold at the previous festival until June 30. After this date, any new organization wishing to sell those items may do so. 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 31, 2011.

**IF YOU PLAN ON BRINGING ANY TYPE OF TRAILER TO HOUSE YOUR ITEMS; SPECIAL ARRANGEMENTS MUST BE MADE!**

**We do not allow for any vendor to pass out free food or free drinks, as this would hurt the other vendors.**

**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: Mary Ann Johnson. Please make checks or money orders payable to the "TOWNSHIP OF ROBINSON" no later than August 31, 2011. 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. Your cooperation will make this process possible.**

**If this is a booster organization, etc. and the leadership has changed hands, please forward the application and inform us of the new contact. Thank you.**

**If you have any questions regarding this year's event, please email our Parks Board Representative Mary Ann Johnson at [MaryannAutumnFestival@yahoo.com](mailto:MaryannAutumnFestival@yahoo.com) or call 412-859-3043. We are looking forward to seeing you at the festival.**

**Sincerely,**

**Robinson Twp  
Parks Board**

# Robinson Township's 9<sup>th</sup> Annual Autumn Festival NEW VENDOR APPLICATION FORM

Saturday, September 17, 2011 \* 12 Noon – 10:00 p.m.

## Burkett Recreation & Sports Complex

*Rte 60/Steubenville Pike (Behind Burkett Elementary School), Robinson Township, PA*

### GAMES \* SELLERS \* INFORMATION BOOTHS:

\$30.00 for ONE – 10' x 10' Booth Space    \$55.00 for TWO – 10' x 10' Booth

Spaces are for single businesses only

### FOOD BOOTH:

\$65.00 for 10' x 15' (FOOD ONLY)

\$25.00 for additional electrical wattage if applies

**PLEASE NOTE:** Prices are for a space **ONLY**. Vendors are required to bring own materials such as tables, chairs, extension cords, canopy tent to fit booth space reserved, etc. if desired.

**NEW VENDOR APPLICATIONS** will not be reviewed before July 1. Items requested to be sold are subject to approval of the Robinson Twp Parks Board. New vendors will not be accepted on a return vendor applications. **PLEASE LIST WHAT YOU WISH TO SELL OR MARKET AT THE FESTIVAL.** Please be specific, example Homemade Candles, or type of food items etc. If this is **AN INFORMATION BOOTH ONLY PLEASE** let us know.

**DO YOU REQUIRE ELECTRIC:** YES \_\_\_\_\_ NO \_\_\_\_\_

**Exactly what electrical appliances will you be using?** This information must be included or NO electric will be provided \_\_\_\_\_

**If you are using more than 30 AMPS an additional \$25.00 charge will apply.**

**ORGANIZATION/COMPANY:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **ALTERNATE NUMBER:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_ **CELL NUMBER** \_\_\_\_\_

**NUMBER OF BOOTH SPACES BEING RESERVED:** \_\_\_\_\_ **AMOUNT ENCLOSED:** \_\_\_\_\_

Please send non refundable check or money order payable to Township of Robinson, a self-addressed, stamped envelope and completed form no later than August 31, 2011. 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.**