

VENDOR ELECTRICAL NEEDS REQUEST FORM
FLAG CITY BALLOON FEST
RETURN WITH CONTRACT
AUGUST 13-AUGUST 15, 2010

Name of Vendor/Restaurant: _____ Phone # _____
Address: _____
Contact Name: _____ email _____

Menu:

<u>Items to Be Sold</u>	<u>Price</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Booth Size: _____

\$375.00 vendor fee, a \$50.00 refundable clean-up fee, plus 10% of gross receipts for charity

Items & Equipment: The vendor/restaurant must provide all supplies, labor and equipment necessary to operate their booth, including a minimum of 100' power cord & a 60 amp 122/40 volt plug. The Flag City Balloon Fest will provide the booth space, electrical outlets and water. Vendors must provide their own water hoses.

List all electrical equipment to be used, including voltage and watts/amps for each:

<u>Equipment</u>	<u>Volts</u>	<u>Watts and/or Amps</u>
(Example: Hot Plate	120 V	600 W 5 Amps)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Note: Voltage and combined amperage for all of the above are not to exceed limits of building. (Limited availability of 60 amps on first-come/first-serve basis; subject to approval) Electricians will not be required to hook up vendors with improperly sized cords or electric panels. Gas appliances shall be used whenever possible

APPLICATION DEADLINE: **JUNE 1, 2010** (Includes all forms, \$375.00 vendor fee, & \$50.00 refundable clean-up fee)

CANCELLATION CLAUSE: A 50% refund of deposit will be granted if notified prior to July 1, 2010. NO refund of deposit after July 1, 2010.

Please make your checks payable to: Flag City Balloon Fest and mail to address indicated below.

Mail forms to: Bonnie Paulhus, Food Vendor Chair, 10770 CR 180, Findlay, OH 45840

I have read and understand the attached Vendor Agreement and agree to abide by all guidelines.

Vendor Authorized Signature

Date

VENDOR/RESTURANT CONTRACT
FLAG CITY BALLOON FEST
AUGUST 13 –AUGUST 15, 2010

Eligible Vendors/Restaurant: To be eligible as a food vendor, the vendor must read and sign all forms, agree to all terms and return to Food Vendor Chairman as soon as possible. Vendor must also agree to abide by all Health/Fire rules and regulations. The Fire Marshall will inspect vendors for proper extinguishing equipment before vendors are able to open for sales.

Booth Size: Electrical needs request form with allotted voltage & amps and booth size indicated on form. Booth layout will be approximately 20' x 25'

Booth Location: Booth location shall be determined on a first-come, first-serve basis. All vendors will be provided one parking pass in the reserved parking area.

Set Up Time: Set-up times for food vendors will be on Thursday evening, August 12 from 4-8 P.M., and Friday morning, August 13 from 7 A.M. – 2 P.M. An electrician will only be available during the set up times designated. If for some reason a vendor/restaurant cannot make it during these times, the vendor must contact the vendor chairman by August 9, 2010 to make other arrangements.

Tear Down Time: Tear down time for food vendors will be Sunday morning/afternoon. Food vendors/restaurants are responsible for proper removal of any cooking oils, charcoal, or other refuse from their booth. Trash containers will be provided. The utmost care should be exercised in disposal of oil or the like to avoid spillage or other damage to the site. All vendors are required to clean their area completely. A refundable clean-up fee of \$50.00 will be paid at time of registration. The fee will be reimbursed on-site provided all requirements are met.

Supplies & Equipment: Each vendor/restaurant will supply its own food and service supplies (plates, bowls, knives, forks, spoons, wet naps, etc.) and provide adequate food preparation and sales staff. Vendors will also provide their own tents, tables and staff seating in addition to any equipment necessary to operate their space. Vendors are responsible for their own property; The Flag City Balloon Fest Committee will not be held responsible.

Sales: Vendors/restaurants are responsible for their own sales. Menu items should be simple to prepare, attractive and easily served on a small plate.

Application: Prior to the event, all participating food vendors are required to submit a signed application, electrical needs request form, and certificate of insurance. Applications are due with payment in full of \$375.00 plus \$50.00 refundable clean-up fee by June 1, 2010. Applications will not be considered complete until all forms and payment is received. Any vendor who cannot conform to these guidelines will not be accepted. Please note: A 50% refund of deposit will be granted if requested prior to July 1,2010. No refund if notified after July 1, 2010.

Indemnification: The Flag City Balloon Fest Committee will not be liable for any expense/loss incurred by the vendor/restaurant and/or the vendor agrees to indemnify The Flag City Balloon Fest Committee for any expenses or loss incurred by The Flag City Balloon Fest Committee as a result of vendor's participation in this event.

I agree to work in a cooperative manner with The Flag City Balloon Fest Committee as we all work together for a successful event. I have read and understand the Vendor/Restaurant Agreement and agree to abide by all guidelines.

Signature _____ Date _____

Print Name _____ Retain a copy of guidelines for your records.