

VENDOR CONTRACT
FLAG CITY BALLOON FEST
AUGUST 11 –AUGUST 13, 2017

Eligible Vendors: To be eligible as a food vendor, the vendor must submit a completed vendor contract, certificate of insurance and sample menu, agree to all terms and return to Food Vendor Chairman **by June 1, 2017**. Vendor must also agree to abide by all Health/Fire rules and regulations. The fire marshal and health inspector will inspect vendors for proper extinguishing equipment and health regulations before vendors are able to open for sales.

Booth Size: Booth layout will be approximately 25' x 25'

Booth Location: Booth location shall be determined on a first-come, first-serve basis and at the discretion of the food vendor chairperson.

Vendor Parking: All vendors will be provided **one** parking pass in the reserved parking area. Additional vehicles must be parked in the General Public Parking areas designated. Any unauthorized vehicles, in the vendor area will be towed, at the owner's expense.

Set Up Time: Set-up times for food vendors will be on **Thursday, August 10th from 9:00 A.M. – 5:00 P.M Only**. An electrician will be available during these hours only. If for some reason a vendor cannot make it during these times, the vendor must contact the vendor chairman by August 1, 2017, to make other arrangements. Please be aware that an additional fee may be charged for hook up at a time other than stated above.

Tear Down Time: Tear down time for food vendors will be **Sunday morning by 11:00 A.M.**

Trash Removal, Cardboard & Site Cleanup: Food vendors are responsible for proper removal of any cooking oils, charcoal, or other refuse from their booth. **All trash is to be placed in the trash dumpster only and not disposed of in the trash cans throughout the site.** All cardboard is to be placed in the cardboard only container near the dumpster. Cardboard should be broken down and placed in the rear of the container. **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. **Your spot must be vacated and cleaned by 11:00 A.M. on August 13 or you will forfeit your cleaning deposit. If cardboard and trash is not disposed of properly you will also forfeit your cleaning deposit.** The clean-up deposit of \$50.00 will be reimbursed by mail, after the event, provided all requirements are met.

Supplies & Equipment: Each vendor will supply its own food and service supplies (plates, bowls, knives, forks, spoons, wet naps, etc.) and provide adequate food preparation and sales staff, including a **minimum** of 100' power cord & a 60 amp 120/240 volt plug. **Vendor must provide their own multi-tap if more than one 110 volt or 220 volt plug is required.** The Flag City Balloon Fest will provide the booth space, electrical outlets and water. Vendors must provide their own water hoses (**minimum** of 100' suggested). 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, Inc. will not be held responsible.

Fees: \$425.00 vendor fee, a \$50.00 refundable clean-up deposit, **plus 10% of gross receipts. Please make checks payable to Flag City Balloon Fest, Inc.** The 10 % of the gross receipts will be collected in person on Saturday night.

Sales: Vendors are responsible for their own sales. Menu items should be simple to prepare, attractive and easily served on a small plate. **Prices for all items served must be posted and clearly visible in your booth. Only items submitted on your sample menu are permitted to be sold in your booth unless the vendor chairperson has approved the change.**

Application: Prior to the event, all participating food vendors are required **to submit a signed application, a sample menu and a certificate of insurance.** Applications are due with payment in full of \$425.00 plus \$50.00 refundable clean-up deposit by June 1, 2016. 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. **There are NO refunds after June 1, 2017.**

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

VENDOR INFORMATION & ELECTRICAL REQUESTS

Name of Vendor/Restaurant: _____ Phone # _____

Address: _____

Contact Name: _____ email _____

Same spot as last year requested Yes ___ No ___ (NO SPOT IS GUARENTEED-THIS IS ONLY A REQUEST)

Menu:

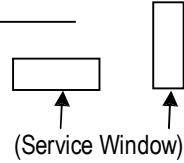
List Items to Be Sold (or attach a sample menu)

Price

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

Booth Dimensions _____

Select one



Items & Equipment: The vendor must provide all supplies, labor and equipment necessary to operate their booth, including a **minimum** of 100' power cord & a 60 amp 120/240 volt plug. **Vendor must provide their own multi-tap if more than 1 plug is required.** The Flag City Balloon Fest will provide the booth space, electrical outlets and water. Vendors must provide their own water hoses (**minimum** of 100' suggested).

Please list all electrical equipment and amps that is required by each that is in your vending area. **ALL EQUIPMENT NEEDS TO BE LISTED THAT WILL REQUIRE SEPARATE OUTLETS. IF YOU DO NOT LIST ALL OF YOUR EQUIPMENT YOU MAY NOT HAVE ENOUGH OUTLETS TO PLUG ALL OF IT IN.** *If more space is needed to list your equipment please enclose a separate page with your application.*

EQUIPMENT

AMPS

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total number of outlets needed 110 Volt _____ 220 Volt _____

Note: Electricians will not be required to hook up vendors with improperly sized cords or electric panels. Gas appliances should be used whenever possible.

Mail your completed and signed contract, payment, certificate of insurance and sample menu to:

**Will Miller
Food Vendor Chair
636 W. Hardin St.
Findlay, OH 45840
419-889-5280**

I agree to work in a cooperative manner with The Flag City Balloon Fest, Inc. 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 _____