

VENDOR CONTRACT
FLAG CITY BALLOON FEST
AUGUST 10 –AUGUST 12, 2018

Eligible Vendors: To be eligible as a dry good vendor, the vendor must submit a completed vendor contract, certificate of insurance and payment, agree to all terms and return to Vendor Chairman **by June 1, 2018.**

Booth Size: Booth layout will be approximately 10' x20'

Booth Location: Booth location shall be determined on a first-come, first-serve basis and at the discretion of the 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 vendors will be on **Thursday, August 9th 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, 2018, 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 vendors will **be Sunday morning by 11:00 A.M.**

Trash Removal, Cardboard & Site Cleanup: Vendors are responsible for proper removal any and all trash 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. All vendors are required to clean their area completely. **Your spot must be vacated and cleaned by 11:00 A.M. on August 12 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: Vendors will supply their own tents, tables, chairs in addition to any other equipment necessary to operate their space. You must also provide your own electrical cable if your booth requires power. A minimum of 100' of cable is recommended. **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 and electric only. Vendors are responsible for their own property; The Flag City Balloon Fest, Inc. will not be held responsible.

Fees: **\$300.00 vendor fee, plus \$50.00 for an electrical hookup (if needed) and 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. **Prices for all items must be posted and clearly visible in your booth.**

Insurance: **ALL VENDORS** will be **REQUIRED** to show a certificate of insurance for \$1,000,000 per occurrence with a \$2,000,000 aggregate, naming the Flag City Balloon Fest as certificate holder and as an additional insured.

Application: Prior to the event, all participating vendors are required **to submit a signed application and a certificate of insurance.** Applications are due with payment in full of \$300.00, \$50.00 electrical (if needed) and \$50.00 refundable clean-up deposit by June 1, 2018. 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, 2018.**

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: _____ Phone # _____

Address: _____

Contact Name: _____ email _____

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

List Items to Be Sold or Activities in the booth

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 (if necessary). Vendor must provide their own multi-tap if more than 1 plug is required. The Flag City Balloon Fest will provide the booth space and electrical outlets.

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.

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

Will Miller
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 _____