

**NON PROFIT CHARITY  
VENDOR CONTRACT  
FLAG CITY BALLOON FEST  
AUGUST 10 –AUGUST 12, 2018**

Name of Charity: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ email \_\_\_\_\_

What services does your Non Profit group provide the community: \_\_\_\_\_

**Eligible Vendors:** To be eligible as a Non Profit Vendor you must be a 501 (c) (3) and serve the Findlay or Greater Hancock County. **No political groups or organizations are permitted. All vendor spots are subject to approval of the vendor chairperson.**

**Booth Size and Location:** You will be provided 1 8' table and 2 chairs under the Flag City BalloonFest Event tent. This tent will have lighting provided.

**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.

**Event Times:** The event times are from 5pm to 10pm on Friday August, 10 and 11:00am to 10:00pm on Saturday August, 11.

**Set Up Time:** Vendors must be set up on Friday August 10, 2018 by no later than 4:30pm.

**Trash Removal:** Vendors are responsible for proper removal any and all trash from their booth.

**Electric:** There are no electrical hookups available in Non Profit Vendor Area.

**Fees:** The fee for the spot is \$50.00 and checks need to be made payable to the Flag City BalloonFest. There are no refunds given on spots after July, 31 2018.

**Sales:** No items are allowed to be sold in the Non Profit Charity Vendor area.

**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.

**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.

**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.

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 \_\_\_\_\_