

DRY GOOD VENDOR CONTRACT - Non-profit
FLAG CITY BALLOON FEST
August 11th - 13th 2017

PLEASE NOTE FEES FOR 2017

Fees: There shall be a charge of \$300.00 which shall be waived as your non profit status to be a Vendor, plus \$50.00 for an electrical hookup and \$50.00 refundable clean-up deposit, plus 10% of gross receipts to be collected.. Vendors will be observed for an estimate of receipts. Donation is expected prior to departure of event.

Eligible Vendors: To be eligible as a Dry Goods Vendor, the vendor must read and sign all forms, agree to all terms and return to Dry Good Vendor Chairman, by **June 1, 2017**. Each applicant will then receive a confirmation.

Booth Size: Booth layout will be approximately **10' X 20'**

Booth Location: Booth location shall be determined by the Dry Goods Vendor Chair. 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 dry good vendors will be on **Thursday evening, August 10th from 12 - 4 P.M. and Friday morning 9am - noon**, an electrician will be available during these hours only.

Tear Down Time: Tear down time for dry good vendors will be **Sunday morning by 11:00 A.M.** Vendors are responsible for proper removal of trash from their booth. Trash only containers will be provided. All vendors are required to clean their area completely. **The \$50.00 clean-up deposit shall be returned to the vendor via mail once their area is cleaned and the event is over.**

Supplies & Equipment: Vendors will 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 for any lost, stolen or damaged items or property.

Sales: Vendors are responsible for their own sales.

Application: Prior to the event, all participating Dry Good Vendors are required to submit a signed application; electrical needs request form, if applicable, and certificate of insurance. **Applications are due with payment in full of \$300.00, \$50.00 refundable clean-up fee and \$50.00 electrical fee if applicable, by June 1, 2017.** Vendors are not allowed to use their own generators for power. Applications will not be considered complete until all forms and payment are received. Any vendor who cannot conform to these guidelines will not be accepted. Please note: 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.

Insurance: ALL VENDORS will be REQUIRED to show a Certificate of Liability Insurance for \$1,000,000.00 per occurrence with a \$2,000,000.00 aggregate, naming the Flag City Balloonfest as certificate holder and as additional insured.

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 Dry Good Vendor Agreement and agree to abide by all guidelines.

Signature: _____ Date: _____

Print Name: _____

Phone: _____

Address: _____

Retain a copy of guidelines for your records.

VENDOR ELECTRICAL NEEDS REQUEST FORM

FLAG CITY BALLOON FEST

RETURN WITH CONTRACT

August 11th - 13th 2017

Name of Vendor: _____ Phone # _____

Address: _____

Contact Name: _____ email _____

Menu:

List Items to Be Sold (or attach price list)

Price

<u>List Items to Be Sold (or attach price list)</u>	<u>Price</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Booth Dimensions _____

Fees: See Dry Goods Vendor Contract

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 120/240 volt plug. The Flag City Balloon Fest will provide a 10' X 20' space and electrical access.

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:)Lights	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, 2017**

CANCELLATION CLAUSE: **NO REFUNDS OF ANY FEES OR DEPOSITS AFTER JUNE 1, 2017**

Please make your checks payable to: **Flag City Balloon Fest, Inc.**

Mail forms to: **Josette Brinkman 303 E. Sandusky St. Findlay, OH 45840**

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

Vendor Authorized Signature Date