

**NON PROFIT CHARITY
VENDOR CONTRACT
FLAG CITY BALLOONFEST
AUGUST 12 - 14, 2022**

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 Findlay or Greater Hancock County. **No political groups are permitted. All vendor spots are subject to approval of the vendor chairperson.**

Booth Size and Location: You will be provided one 8' table and 2 chairs located in the Flag City BalloonFest Event tent. This tent will have lighting provided and sides in case of inclement weather.

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 9pm on Friday August, 12 and 11am to 9pm on Saturday August, 15.

Set Up Time: Vendors must be set up on Friday August 12, 2021 by no later than 4:30pm.

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

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, 2022 unless the event cannot be held.**

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 BalloonFest, Inc. as certificate holder and as an additional insured.

Indemnification: The Flag City BalloonFest, Inc. will not be liable for any expense/loss incurred by the vendor and the vendor agrees to indemnify the Flag City BalloonFest, Inc. for any expenses or loss incurred by the Flag City BalloonFest 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 BalloonFest, Inc. as we all work together for a successful event. I have read and understand the Non Profit Vendor Agreement and agree to abide by all guidelines.

Signature _____ Date _____

Print Name _____