

MC Balloon Festival- 2018 Food Vendor Application
Moffat County Annual Hot Air Balloon Festival
Food Vendor Applicant Information Packet
Festival Rules and Guidelines

Event Fri- Sun August 3-5, 2018

Festival Day Saturday August 4th

Loudy-Simpson Park Craig, Colorado

www.mcballoonfestival.com

You are invited to participate in the 9th annual Moffat County Balloon Festival in Craig, Colorado! We are planning for Hot Air balloons, family activities, food, crafts, arts, and fun. Activities will kick off at 6am on Saturday and wrap up by 10 a.m. on Sunday. We are anticipating 1000 to 1500 attendees.

DEPOSIT Per Retail Booth space is \$150.00. Booth fee is \$50.00, we ask that you provide us with two checks, totaling **\$200.00**, one for the deposit to be returned to you and one for the booth rental fee. Your deposit check will not be cashed and will be returned at 7:00 pm the night of the event, provided that you have meet the requirements of setting up on time and staying set up for the event. Booth size is 15'x 20' space and is assigned by the Balloon Festival food vendor director. Spaces are assigned on a first apply, first serve basis. **Electricity will not be provided. If you require electricity we request that you provide your own quiet generator.** *Provided that you set up on time and stay open throughout the event on Saturday you will receive your deposit check back at the event, if you do not meet those requirements you will forfeit your deposit.*

DEADLINE for application is July 20, 2018 Approval will be within 5 days of receipt of application. Checks will be deposited upon acceptance. We reserve the right to accept or reject any application or remove any product not appropriate to the festival. Only a limited number of vendors of each food type will be accepted. Confirmation with set-up instructions will be sent by e-mail. You may wish to send a test email to mcballoonfestival@gmail.com to ensure that we have your correct email address.

On Saturday, August 4 - vendors may begin setting up at 7am and are required to be set-up by 11 am. Keep in mind that the balloons will launch at approx 6am. You will have 30 minutes to unload & move your vehicle. All vehicles must be removed from the staging area by 9am. We ask that your booth remain open from 11am to 7pm on Saturday. You are welcome to also have your booth open during the balloon glow. If your food item is one that is not necessary to have your booth open all day (for example ... you are only serving a lunch or dinner meal) we require that you post your open hours at your booth.

Booth space is not transferable without the permission of the Food Vendor Directors. Each exhibitor must provide his or her own setup, displays, tents and weather protection. This is an outdoor event. Moffat County Balloon Festival Committee is not responsible for theft, damage, or loss. Vendor is responsible for collecting and remitting sales taxes directly to the Colorado Department of Revenue. A Colorado Sales tax license must be displayed in each booth. Insurance requirements \ \$1,000,000 general aggregate/ including products & completed Operations for the days / \$1,000,000 personal and advertising injury you participate / \$1,000,000 each occurrence **INCLUDE PROOF OF INSURANCE and COPY OF SALES TAX LICENSE WITH YOUR APPLICATION & PAYMENT.**

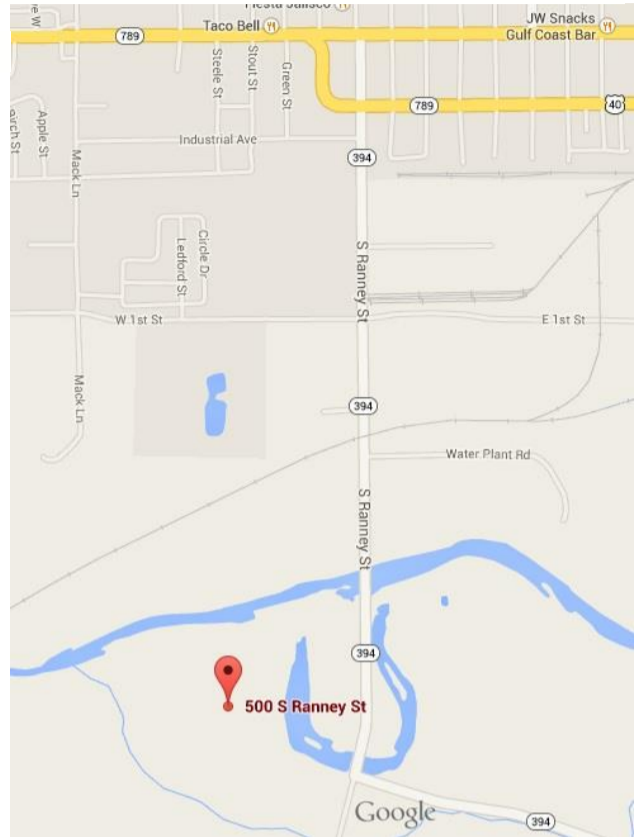
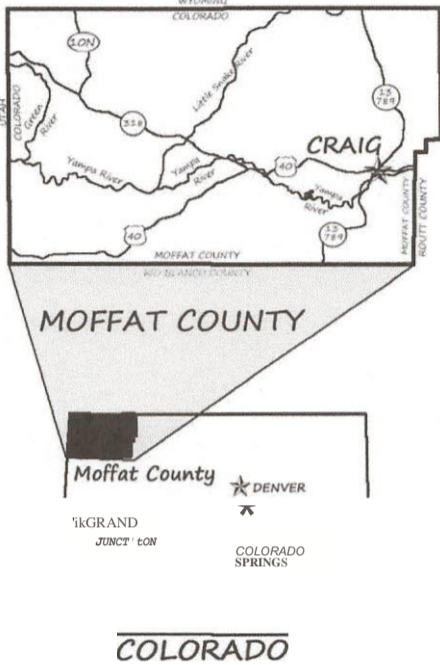
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We look forward to having you at the Moffat County Balloon Festival!

Please direct all Food Vendor questions and comments to the food vendor coordinators

Angela McPherson 970-629-3353

Or by email at mcballoonfestival@gmail.com



MC Balloon Festival- 2018 Food Vendor Application

9th Annual Moffat County Balloon Festival

August 3-5, 2018

Food Vendor Application

Please note the set-up times in the food vendor applicant packet festival rules and guidelines.

Please provide a current email address as all correspondence will be via email.

Business

Name _____

Contact Person _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Cell _____

Email _____

Colorado Sales Tax Number _____

DESCRIPTION OF PRODUCT: (Please send a picture of your product and your set up with your application or by email to mcballoonfestival@gmail.com)

YES ___ I understand that I am responsible for having my own quiet generator if necessary.

DISCLAIMER: I hereby release and forever discharge Moffat County and the M.C.B.F. Committee and any of its members from any responsibility, personal liability, loss or damage in connection with the event. I agree to obey all of the rules set forth by the M.C.B.F. Committee. I also understand that if I violate these rules, I will be asked to leave the event or not be considered for future festivals.

By signing the application, I agree to follow the Festival rules and guidelines.

Signature _____ **Date** _____

FEE: \$150 Deposit PLUS \$50 booth rental fee for a total of \$200.00

Send application, payment, and required insurance and sales tax documents to:

MCBF - Food Vendor Coordinator

C/o Elk Run Inn - 627 W Victory Way - Craig, CO 81625

Amount enclosed: _____

DEADLINE: July 20, 2018. Confirmation letter with set-up instructions and locator map will be sent by e-mail. (Please keep a copy of this application for your records)

Questions or comments may be directed to the Food Vendor Coordinators

Angela McPherson 970-629-3353

or by email at mcballoonfestival@gmail.com