



ASHLAND  
Balloonfest

## 2016 NON-FOOD/MERCHANT VENDOR INFORMATION PACKET

January 20, 2016

TO: Non-Food/Merchant Applicants

FROM: Ashland BalloonFest, Inc./Entertainment Committee

RE: 2015 Ashland BalloonFest Non-Food/Merchant Booth Information

### Ashland BalloonFest Official Dates: June 30 – July 2, 2016

Hello and thank you for supporting Ashland BalloonFest. In 2014, we decided to allow area businesses to set up, as vendors, on the field during the day on Saturday. The response was so great, that the committee has decided to allow for vendors to set up on the field Thursday, Friday and Saturday. The hours will be shorter on Thursday and Friday, but we feel that the crowds can be just as large on those days as well.

The fee is **\$200 for a 10' x 10' grassy knoll** and is non-refundable due to unforeseen acts of God or Weather Cancellation of the Event. There is no percent of sale charge for items sold from your booth. **You are not permitted to sell any food/candy/snack beverage items or have games or raffles at your booth. Drawings will be permitted. Your \$200 must be paid by June 20, 2016** or your space will not be saved. We are only giving you the space which will be in a grass section of our field. **We are NOT providing tents, chairs, tables, electric, etc.** Absolutely no generators are permitted to be used and there is no electrical hookup available for 2016. This will be something we will be considering in the future. Your booth must be set up and open starting at 4:00 pm on Thursday June 30; 3:00 pm on Friday July 1; and 1:00 pm on Saturday July 2, 2015. Since there is no security on the field during the night, you will be required to pack up your booth and take it with you each night.

Access will be granted to the field on Thursday from 1:00 pm to 3:00 pm; Friday from 1:00 pm to 3:00 pm; and Saturday from 10:00 am until 12:00 pm for you to unload your supplies and set up your area. **Vehicles must be removed and parked in the designated area.** One parking pass will be given per vendor renting space. Your booth will operate until 8:00 pm. on Thursday, Friday, and Saturday. At 8:00 pm you will be permitted to take down your booth and walk your items to your vehicle. No vehicles will be allowed back on the grounds until 10:30 pm or when the crowd has dispersed.

Once your check and application have been received information will be sent to you on how to access the field, location of the vendor area and your parking pass.

Please return application & check payable to:

Ashland Balloonfest, Inc.

Attn: Kathryn A. Goon

This is also contact information if you have questions.

1123 State Route 96

Ashland, Ohio 44805

567-203-7838, Email [goonballoonfest@gmail.com](mailto:goonballoonfest@gmail.com)

## **2016 Non-Food/Merchant Vendor Application**

BUSINESS/ORGANIZATION: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

ALTERNATE CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

Please List Items to be handed out or sold attach a list: Use back of form if more space is needed.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Will a drawing be held at your booth      Yes      No

Number of 10'x10' spaces you are requesting \_\_\_\_\_

Total due (\$200.00 x no. of spaces) \_\_\_\_\_

Note: If you are a full-balloon sponsor, there is no fee for the use of the 10 x 10 grassy knoll.

### **Return Check List Items due by June 20, 2016**

- *Completed Non-Food/Merchant Vendor Application with List of items being sold or handed out.*
- *Signed Non-Food/Merchant Vendor Policy and Information Form*
- **\$200.00 per 10'x10' space fee**, check or money order payable to Ashland BalloonFest Inc. (Fee is Non-refundable)

## **2016 Non-Food/Merchant Vendor Policy and Information**

The selection of vendors will be made by Ashland BalloonFest, Inc. to ensure the needs of the festival.

1. **OPERATING HOURS:** YOUR BOOTH WILL BE OPEN AND OPERATING FROM 4:00 PM TO 8:00 PM THURSDAY AND FRIDAY; 1:00 PM TO 8:00 PM ON SATURDAY.
2. **SET-UP AND TEARDOWN:** VENDORS MAY SET UP FROM 1:00 PM TO 3:00 PM ON THURSDAY AND FRIDAY AND 10:00 AM TO 12:00 PM ON SATURDAY. VEHICLES WILL BE PERMITTED ON THE FIELD DURING THIS TIME. TEARDOWN PERMITTED AT 8:00 PM ON ALL 3 DAYS. ITEMS CAN BE CARRIED TO YOUR VEHICLE ONLY. NO VEHICLES PERMITTED ON THE GROUNDS UNTIL 10:30 PM OR SOONER DEPENDING ON WHEN THE CROWD HAS DISPERSED.
3. **PARKING FOR ONE VEHICLE** WILL BE PERMITTED ON THE EAST END OF THE FIELD, PARKING PASS WILL BE SENT.
4. **SITE CLEAN-UP AND MAINTENANCE** WILL BE DONE BY ALL OF THE VENDORS TO ENSURE THE PROPER CLEAN-UP OF THE AREA IMMEDIATELY SURROUNDING THEIR LOCATION. IF YOUR LOCATION IS NOT CLEANED, YOUR RETURN NEXT YEAR WILL BE AT THE DISCRETION OF THE COMMITTEE. YOU MUST TEAR DOWN YOUR BOOTH EACH NIGHT AND TAKE IT WITH YOU EACH NIGHT.
5. **TRASH DISPOSAL** WILL BE YOUR RESPONSIBILITY. PLEASE BREAK DOWN ANY BOXES, ETC. AND PLACE IN THE RECYCLING BIN ON THE WEST SIDE OF THE FIELD. OTHER TRASH TO BE PLACED IN PROPER RECEPRICALS.
6. **USE OF GENERATORS IS STRICTLY PROHIBITED.**
7. **ASHLAND BALLOONFEST WILL NOT BE SUPPLYING TABLES, CHAIRS, TENTS, OR ELECTRIC. IF YOU ARE USING A TENT IT MUST BE STAKED DOWN ON ALL 4 CORNERS AND PROPERLY SECURED IN CASE OF WIND.** NO ELECTRIC IS AVAILABLE FOR ANY BOOTH FOR 2016.
8. **BEVERAGES:** THE ASHLAND BALLOONFEST COMMITTEE WILL BE SELLING ALL BEVERAGES. **NO NON-FOOD/MERCHANT VENDOR WILL BE PERMITTED TO SELL ANY BEVERAGES.**
9. **FOOD ITEMS:** **ONLY FOOD VENDORS ARE PERMITTED TO SELL FOOD/CANDY/SNACK ITEMS.**

10. GAMES/RAFFLES: NO GAMES OR RAFFLES ARE PERMITTED AT YOUR BOOTH. **DRAWINGS WILL BE PERMITTED AS LONG AS IT IS DISCLOSED ON YOUR APPLICATION.**
11. **YOU MAY NOT ROAM THE CROWD HANDING OUT OR SELLING ANY ITEMS. YOUR BOOTH IS THE ONLY LOCATION YOU ARE PERMITTED TO HAND OUT OR SELL ITEMS.**
12. FEES: **ALL FEES MUST BE PAID BY JUNE 20, 2016** OR YOUR SPACE AT ASHLAND BALLOONFEST WILL BE FORFEITED. ALL FEES PAID ARE NON-REFUNDABLE DUE TO ANY CIRCUMSTANCES INCLUDING BUT NOT LIMITED WEATHER AND ACTS OF GOD.
13. BEHAVIOR: PLEASE REMEMBER THAT THIS IS A FAMILY EVENT. **REFRAIN FROM ANY USE OF INAPPROPRIATE OR VULGAR LANGUAGE.** YOU MAY BE ASKED TO LEAVE THE PREMISES IF THIS POLICY IS BROKEN WITHOUT A REFUND.

**I accept the policies listed above.**

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_