

MC Balloon Festival- 2024 Food Vendor Application

Moffat County Annual Hot Air Balloon Festival

Food Vendor Applicant Information Packet

Festival Rules and Guidelines

Festival Day Saturday August 3rd

Loudy-Simpson Park Craig, Colorado

stjohnmt@msn.com

You are invited to participate in the 14th 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 6:30am on Saturday and continue until 10pm. Booths are required to be open by 10am and remain open until 7pm to receive your deposit back. Activities at the park continue until 10pm. You are welcome to stay past 7pm, but we do not provide lighting. We are anticipating around 2000 attendees.

DEPOSIT per Food Vendor Booth space is \$75.00. Booth fee is \$75.00, we ask that you provide us with **two checks**, totaling **\$150.00**, 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, if you meet the requirements of setting up on time and staying set up for the entire event. Booth size is 15'x 20' space and is assigned by the Balloon Festival Food Vendor Director. Spaces are assigned on a **first paid** reservation, **first serve** basis. *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 19, 2024. 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 stjohnmt@msn.com to ensure that we have your correct email address.

You may begin setting up on Friday, August 2nd at 3pm and are required to be set-up by 10am on Saturday, August 3rd. 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 10am 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 Director. Each exhibitor must provide his or her own setup, displays, tents and weather protection. This is an outdoor event and all-weather considerations for deposit returns will be made by the committee and that decision is final. 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 Vendor questions and comments to the food vendor coordinator

Contact vendor coordinator,
Maggie St. John, at 970-629-1367

Or by email at stjohnmt@msn.com

General information and rules

- Each vendor is expected to display items appropriate to a wholesome family atmosphere.
- Exhibitors must supply all displays, props, tables, chairs, tents etc.
- Covers on tables and boxes out of sight are recommended.
- No refunds for cancellations. There is no rain date.
- A paid/confirmed reservation is a commitment to the show
- No reservation will be made without payment
- You must remove all trash and debris in your space before you leave.

Each vendor is required to be set-up and have all vehicles out of the staging areas by the pre-determined times.

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14th Annual Moffat County Balloon Festival

August 3, 2024

Food Vendor Application

Please note the set-up times in the food vendor applicant packet festival rules and guidelines. Please provide a current **legible** 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: (Must send a picture of your menu and your trailer with your application or by email to: stjohnmt@msn.com)

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: \$75 Deposit PLUS \$75 booth rental fee for a total of \$150.00

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

MCBF - Food Vendor Coordinator

360 Apple St, Craig, CO 81625

Amount enclosed: _____

DEADLINE: July 19, 2024. 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 Coordinator

Maggie St. John at 970-629-1367 or by email to: stjohnmt@msn.com