

MC Balloon Festival - 2024 Retail Vendor Application

Moffat County Annual Hot Air Balloon Festival

Festival Rules and Guidelines

Festival Day is 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 a day packed with hot air balloons, family activities, food, crafts, arts, and fun. Activities will kick off at 6:30am on Saturday and continue until 10pm. Retail booths are required to be open by 9am 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 Retail Booth space is \$50.00. Booth fee is \$35.00, we ask that you provide us with **two checks**, totaling \$85.00, 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 event. Booth size is 15'x 15' space and is assigned by the Balloon Festival vendor coordinator. Spaces are assigned on a first apply, 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. Deposit checks will be returned at the event if you set-up on time and remain open until at least 7pm. We reserve the right to accept or reject any application or remove any product not appropriate to the festival. Confirmation with set-up instructions will be sent by **email**. 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 9am 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 9am to 7pm on Saturday. You are welcome to also have your booth open during the balloon glow; however we do not provide lighting.

Booth space is non-transferable without the permission of the Vendor Coordinators. Each exhibitor must provide his or her own setup, displays, tables **and must have at least a 10x10 pop-up style tent** and weather protection. This is an outdoor event. No refunds will be given for booths not set up on time and open for the duration of the event (9am-7pm). The 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. Each vendor is also responsible for any and all insurance as required by the State of Colorado. By signing and submitting this application you acknowledge all responsibility for your booth, sales tax and agree to hold harmless Moffat County Balloon Festival committee members and Moffat County.

Vendors selling food for consumption at the festival **must** complete a FOOD application and have approval by the vendor coordinator. Food Vending applications can be obtained online: www.mcballoonfestival.com

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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 retail 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
Aug 3, 2024

Retail Vendor Application

Please note the set-up times in 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 Phone: _____

Email: _____

Colorado Sales Tax Number: _____

DESCRIPTION OF PRODUCT: (Must send a picture of your product(s) and your set up - send nonreturnable photo)

Application will automatically be rejected if work is not specifically described.

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 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: \$35 fee for the entire weekend –
Plus \$50 DEPOSIT- refundable if guidelines are met!**

Send application, payment, and required insurance and sales tax documents to:
MCBF - Retail 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 Vendor Coordinator

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