

8th Annual Waterford Balloonfest

2018 Arts & Crafts Vendor Application & Event Guidelines

Thursday, July 19 - 4pm to Close (no later than 10pm)

Friday, July 20 – 4pm to Close (no later than 10pm)

Saturday, July 21 – 11am to Close (no later than 10pm)

EVENT DETAILS: You are invited to partake in the 8th Annual Waterford Balloonfest in Waterford, Wisconsin July 19-21, 2018. This event is expected to attract approximately 20,000 visitors throughout the weekend. In addition to hot air balloon activities, there will be food vendors, live music, interactive entertainment, helicopter & tethered balloon rides, and fun, family-friendly activities scheduled throughout the event. All of these elements are designed to attract visitors both to the event and to your booth! Your success is our success, so please take a moment to complete the enclosed application. We look forward to an unforgettable event and hope that you'll join us.

LOCATION: Evergreen Elementary school grounds, 817 West Main Street, Waterford, WI. The Arts & Crafts Market is located off of Barnes Drive. This is an OUTDOOR event. There is no rain date and no refund for inclement weather. Important School policy: NO ANIMALS, ALCOHOL, SMOKING OR SKATEBOARDING ON FESTIVAL/SCHOOL GROUNDS.

SET UP: The Arts & Crafts Market will be open for three days and vendors are required to be in attendance on all three days. Arts & Crafts vendors will set up on Thursday, July 19 from 12:00-3:30pm. Security will be on-site beginning Thursday at 9:00pm until Saturday at 6:00 am. A soft teardown on Thursday and Friday nights is recommended. Thursday's and Friday's scheduled activities will end no later than 10pm. No vehicles are allowed on grass or service grounds to remove display items until Saturday, July 21 AFTER the grounds have cleared of spectators (immediately following the Night Glow, no later than 10 pm).

DISPLAY: Exhibitors must provide their own display tables/materials and are responsible for these items. Canopies/pop-up tents are MANDATORY and spaces measure 12x12 on a flat grassy area. Erected displays, canopies, tie-downs and all extra products and boxes must fit within this area. You must provide your own electricity if needed.

SPACE ASSIGNMENTS: The setup for Arts & Crafts Market is aisle rows. Vendor spaces will be assigned to facilitate traffic flow and vendor variety. Space requests are not guaranteed, but attempts will be made to honor such requests, if possible. Individual vendors may not combine together to share a single space. Alternately, a single vendor may apply for up to two spaces if additional space requirements are needed. Assigned spaces will be communicated prior to the event.

PARKING: All vendor vehicles must be moved to the designated Vendor Parking Lot on Barnes Drive (closest to Arts & Crafts Market) before 3:00pm on Thursday, July 19. Overflow parking is located at Woodfield Elementary School, also off of Barnes Drive. One parking permit and an event map will be provided in the vendor confirmation packet prior to the event.

FEE & DEADLINE: The Arts & Craft vendor entry fee is \$125 for 1 space or \$200 for 2 spaces. Completed applications and entry fees will be accepted through June 29. Entry fees will be returned to any vendor that does not meet event guidelines.

CONFIRMATION: All approved vendors will receive a confirmation e-mail upon application approval and a confirmation packet (to include parking pass and assigned space) approximately 1-2 weeks prior to the event.

CANCELLATIONS: Full refunds will be provided for cancellations made on or before Friday, June 29. There will be NO REFUNDS for cancellations made after June 29 or for no-shows.

ARTS & CRAFTS GUIDELINES: All items must be handmade by the vendor to be located in Arts & Crafts Market. No commercial products, buy-sell items, or home party products are allowed – please request a Business Vendor application if you have interest in selling these products at the event. Any Arts & Crafts vendor found with these products will be asked to remove them immediately or asked to leave the grounds. Should this problem arise, said vendor is not eligible for a refund.

COMPLETED APPLICATION: Please provide the following when submitting an Arts & Crafts Vendor Application: **1)** Completed vendor application form **2)** Entry Fee **3)** Three photos showing the progression of your product from start to finish (initial, midway completed, and final product) **4)** One close up photo of your product (this may also be one of the "in-progress" photos; and **5)** Two finished product photos, close-up. Additional photos may be requested in order to approve a vendor.

QUESTIONS: Please direct all questions to the WACC at 262-534-5911 or chamber@waterford-wi.org. For additional information on the 8th Annual Waterford Balloonfest visit www.waterford-wi.org.

