

## 8<sup>th</sup> Annual Waterford Balloonfest 2018 Food Vendor Application & Event Guidelines

**EVENT DETAILS:** You are invited to participate in the 8<sup>th</sup> 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 business! 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. Please fill out the enclosed application in its entirety so that we can secure your spot for this highly-anticipated event!

**SCHEDULE:** Returning this year is the Barnes Road Beer & Wine Garden. The beer garden has a significant impact on food vendors. Please note that festival hours of operation are as follows: Thursday and Friday from 4pm to approx. 10pm and Saturday 6:30am to approx. 10pm. The beer garden will operate Thursday and Friday from 4pm-11:59pm and Saturday from 11am-11:59pm. There will be no food vendors on Sunday morning.

Food vendors will be set up in two primary areas, on the North end and on the South end (closest to the beer garden) of Balloon Field. Returning 2017 vendors will be given placement priority.

### **Thursday, July 19 – 4pm to 10pm**

#### **(Vendors assigned to South end - closest to beer garden - may opt to stay open until 11pm)**

**Set-up between 10am & 3:30pm | Ready to serve at 4pm | Soft tear-down no earlier than 10pm**

Equipment, supplies and tents may remain set-up at the owner's risk of theft or damage – security will be on-site after event operating hours on Thursday through 6am Saturday morning. The Waterford Area Chamber of Commerce is not liable for theft or damage of items left on the grounds.

### **Friday, July 20 – 4pm to 10pm**

#### **(Vendors assigned to South end - closest to beer garden - may opt to stay open until 11pm)**

**Set-up between 10am & 3:30pm | Ready to serve at 4pm | Soft tear-down no earlier than 10pm**

Equipment, supplies and tents may remain set-up at the owner's risk of theft or damage – security will be on-site after event operating hours on Thursday through 6am Saturday morning. The Waterford Area Chamber of Commerce is not liable for theft or damage of items left on the grounds.

### **Saturday, July 21 – 11am to 10pm**

#### **(Vendors assigned to South end - closest to beer garden - may opt to stay open until 11pm)**

**Set-up by 10:45am | Ready to serve at 11am | Soft tear-down no earlier than 10pm**

Equipment, supplies and tents that are left over night on Saturday will be at the owner's risk of theft or damage since there will be no security on-site after event operating hours. The Waterford Area Chamber of Commerce is not liable for theft or damage of items left on the grounds.

**LOCATION:** Evergreen Elementary school grounds, 817 West Main Street, Waterford, WI. 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.

**APPLICATION:** All food vendors conducting business at the Waterford Balloonfest must have a signed and approved Food Vendor Application on file with the Waterford Area Chamber of Commerce (Chamber). Vendors are limited to sell only the products listed within the Food Vendor Application and approved by management.

**GENERAL GUIDELINES:** No food may be vended out of a concession trailer, however, supplies may be stored behind the booth space in a stationary trailer as room allows. Water is available on-site through the Evergreen Elementary School (water needs to be transported, no continuous hook up). Neither refrigeration, nor power, will be provided. Quiet, clean burning generators are acceptable. Generators must be placed on a flat surface and have nothing obstructing the running/operation of the generator. Generators may not be placed in the woods. Cords must be taped down securely if they are located where there is foot traffic. Those using charcoal, propane, or other open-flame methods of cooking must have fire-suppression equipment readily available.

Note: Depending on interest, we will look into the cost of a shared generator. If you have interest, please check the box on the application form. Once all food vendor applications are in, we will communicate with interested parties and provide information on the cost per vendor. A “generator fee” would then be paid by respective vendors (to include rental, gas if applicable, etc.) and must be paid before any refundable deposits are returned. If there is not enough interest, you will need to provide your own generator.

This is an outdoor event thus all vendors are expected to conduct business for the duration of the hours listed; rain or shine. Inclement weather and/or lightning severe enough to pose a safety risk to Vendors, Staff or Attendees of the event will merit the abandonment of your space or by the direction of Chamber management. Absolutely no refunds will be issued due to poor weather or force majeure.

**PERMIT REQUIREMENTS:** All food vendors must agree to maintain clean and sanitary conditions within their space and the immediate surrounding area. Vendors agree to abide by all State and County Health Department-Mandated Food Safety Regulations for the duration of the event. **Each vendor must submit and complete an Application for Temporary Food Establishment Permit (enclosed) to the Central Racine County Health Department no later than June 29, 2018.** The approved permit must be on-site throughout the event. See Temporary Food Service Guidelines within this application for further information on serving food at events. Specific questions about food handling should be directed to the Central Racine County Health Department at 262-898-4460 or visit their website at [www.crchd.com](http://www.crchd.com).

**INSURANCE REQUIREMENTS:** All Food Vendors must have a valid certificate of insurance on-site naming the “Waterford Graded School District”, the “Waterford Area Chamber of Commerce”, and the “Waterford Union High School” as additional insureds and must submit the certificate to the Chamber office no later than June 29, 2018.

**FEE & DEADLINE:** Payments, inclusive of the security deposit, must be made in full at the time of application. **Violation of any of the guidelines herein may result in immediate and permanent expulsion from Balloonfest grounds without refund of deposits or booth fee.** Completed applications and entry fees will be accepted through June 29. Event management reserves the right to reject any application and return accompanying payment to applicant.

**Received on or before March 30**

<b>WACC members</b>	<b>\$950</b>	\$250 refundable security deposit \$200 non-refundable booth fee \$500 non-refundable sales deposit that will apply as credit towards the chamber’s 18% of gross sales
<b>Non-Members:</b>	<b>\$1050</b>	\$250 refundable security deposit \$300 non-refundable booth fee \$500 non-refundable sales deposit that will apply as credit towards the chamber’s 18% of gross sales

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<b>Non-Members:</b>	<b>\$1150</b>	\$250 refundable security deposit \$400 non-refundable booth fee \$500 non-refundable sales deposit that will apply as credit towards the chamber’s 18% of gross sales

**SECURITY DEPOSIT:** Provided that the guidelines set forth in this agreement are followed and spaces are left in a clean, undamaged condition, refundable security deposits will be returned within 10 business days of the close of the event.

**CUSTOMER PAYMENT METHOD:** Food vendors may accept cash, checks, credit card, and/or debit card payments from consumers. Balloonfest is the most significant fundraiser for the Chamber. Its share of sales proceeds is needed to fund the many area community events. Accordingly, the Chamber relies on the accuracy and integrity of the vendors' sales records to calculate the remittance portion.

**RECONCILIATION AND SETTLEMENT PAYMENT:** Sales reconciliation will be done with each vendor on Sunday, July 22 in the Evergreen School cafeteria by appointment only. Sign-up forms will be available in the Command Center Thursday to Saturday; sign up times are on a first-come first-serve basis beginning at 8:00am Sunday. A Food Vendor rep at the reconciliation must be prepared to make payment to the Chamber. Vendor payments will be 18% of food and beverage sales plus amounts due for beverages and ice, less the non-refundable sales deposit.

**MENUS:** All Vendor menus, including pricing (in dollar increments only), must be submitted with the application. Only items listed and approved may be sold during the event. Pricing must be displayed prominently and clearly within the operating space during the event.

**SPACE ASSIGNMENTS:** Vendor spaces will be assigned facilitate traffic flow and Food Vendor variety. Food Vendors must operate from a tented space in accordance to the Temporary Food Service Guidelines. Vendor spaces are 20' wide. The vendor will be required to purchase two spaces if their set-up space is greater than 20' wide. Food vending may only be done from the front of the booth space, not from the sides or rear. No equipment, supplies, seating or signage may project beyond or be placed outside of the designated booth space (including the rear of the booth space; as determined by the marked layout. For additional information on space assignments, please see Event Details section on page 1.

**PARKING:** All Food Vendors must park in designated Vendor Parking Area(s) and display an official Vendor Parking Pass (to be provided in confirmation packet). Each Food Vendor will be issued **two (2)** parking passes only. During the event, 15-minute parking for active re-supplying will be available in the bus loop. We ask that use of this parking area is brief and only when necessary to facilitate adequate access for all Food Vendors. This is a designated fire lane and must be kept clear for the Fire Department. Violators will be ticketed and towed at the owner's expense. Motorized vehicles are not permitted on Balloonfest grounds between the hours of 6am and 10pm – only during designated set-up and teardown times. This includes golf carts, utility carts, ATVs, UTVs, cars, trucks vans, motorcycles and any other motorized vehicle deemed unacceptable by the event committee.

**VENDOR TRASH REMOVAL:** During and after the event, all trash produced by the Food Vendor must be carried directly to the enclosed, walk-in dumpster behind Fox River Middle School by the Food Vendor's staff. Food Vendor trash IS NOT to be placed in the garbage cans used for the public or in the school dumpsters. Violators will lose their security deposit. Vendor booth spaces will be photographed Thursday before set up and again on Sunday morning.

**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 week 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.

**QUESTIONS:** Please direct all questions to Ken Frenz, Food Vendor Committee Chair, at [vkfrenz@hotmail.com](mailto:vkfrenz@hotmail.com). For additional info on the 8th Annual Balloonfest, visit [www.waterford-wi.org](http://www.waterford-wi.org).



## 8<sup>th</sup> Annual Waterford Balloonfest 2018 Food Vendor Application

Vendor Business Name \_\_\_\_\_  
First Last

Mailing Address \_\_\_\_\_

Contact Person Name \_\_\_\_\_

Contact Person Mobile Number \_\_\_\_\_

Contact Person E-mail Address \_\_\_\_\_

Business or Product Website \_\_\_\_\_

Please provide top 3 menu items you will display (attach full menu).  
 \_\_\_\_\_

**Optional: I/we are interested in using a shared generator (circle): YES NO**

**Please attach complete proposed menu and pricing information to this application.**

Please select:

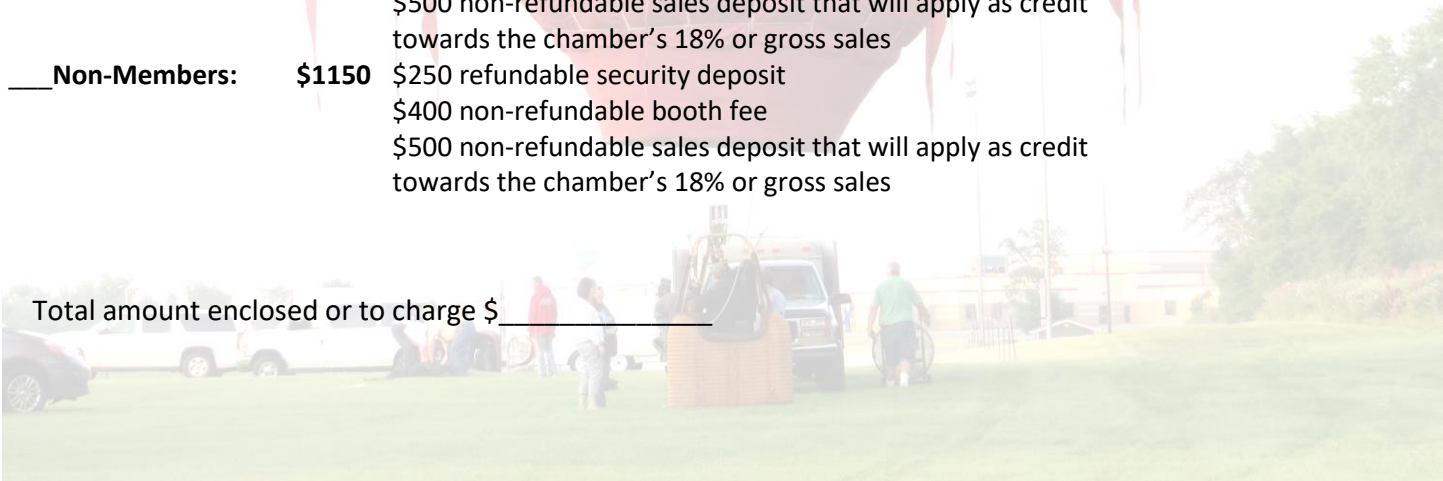
**Received on or before March 30**

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 \$500 non-refundable sales deposit that will apply as credit  
 towards the chamber's 18% or gross sales

Total amount enclosed or to charge \$ \_\_\_\_\_



Payment options accepted (circle one): Check    Master Card    Visa    American Express

If paying by check, YOU MUST MAIL YOUR ENTRY APPLICATION FORM.

Please make checks payable to: **Waterford Area Chamber of Commerce**

Return completed application form & check to: **102 East Main Street, Waterford, WI 53185**

If paying by credit card, you have the option to mail in or E-MAIL YOUR ENTRY APPLICATION.

If e-mailing, please send completed application form to: [chamber@waterford-wi.org](mailto:chamber@waterford-wi.org).

If you are paying with a credit card, please complete the information below:

Name as printed on the card \_\_\_\_\_

Billing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ 3/4-Digit Code \_\_\_\_\_

**Payment must be made in full at the time of application. A full refund will be issued if your business/organization is not selected as a Food Vendor.**

Vendors agree to hold harmless the Waterford Area Chamber of Commerce, the Waterford Graded School District, and Waterford Union High School and its agents and employees from any and all costs, expenses, damages, attorney fees, and any and all claims, demands, or liability by, or to the public, employees of the Vendor, invitees and frequenters, or others on account of, or occasioned by, negligence of Vendor, its agents or employees or otherwise, in the installation, construction, repair, alteration, maintenance, operations, vending or display hereunder of any structure, device, apparatus, commodity, stand, or by any activity pertinent to this Agreement, or by act of commission or omission, neglect or otherwise of the Vendor, its agents or employees, or of any patrons of the Vendor, when on or about the event premises.

Acceptance of Food Vendor Applications is subject to the review and approval of the Waterford Area Chamber of Food Vendor Committee. Accepted applicants will be notified via e-mail, postal mail or telephone at the contact information provided on the Application.

All information contained within this Food Vendor Application is true and complete, to the best of my knowledge. I agree to abide by and uphold all regulations stated herein.

\_\_\_\_\_  
Signature of Business Owner

\_\_\_\_\_  
Date

