



5<sup>th</sup> Annual  
**Montpelier Bean Days Balloon Fest**

**Friday, July 20 & Saturday, July 21, 2018  
Montpelier, Ohio**

**VENDOR GENERAL INFORMATION SHEET**

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**Friday, July 20 – Downtown Montpelier (FOOD VENDORS ONLY)**

- Cost: \$50
- Set up time: Anytime between 9 a.m. and 5 p.m.
- Tear down time: After 8 p.m.
- Check-in: Staff members will be located near the Empire Street crossing to direct you to your designated set up location. You **MUST** check in with a staff member before setting up.
- All festival activities on Friday evening will be located in the downtown area.
- Activities will include a bean judging contest, a pilot parade, free children's activities in the alley, live bands, hot air balloon tethered rides (weather permitting) and more!
- Most activities will begin at around 5 p.m.

**Saturday, July 21 – Williams County Fairgrounds, Montpelier (FOOD, CRAFT & BUSINESS VENDORS WELCOME)**

- Cost: \$100 (Food vendors); \$25 (Craft & Business vendors). *We also have sponsor opportunities available for \$100 and up if you would like to receive advertisements on banners, social media and our website!*
  - Non-profit organizations such as scouts, churches, schools, etc. are invited to set up for no charge – with the exception of a \$10 electricity fee (if needed).
- Set up time: Anytime between 10 a.m. and 1 p.m. Please be ready for business by 1 p.m.
- Check in: A staff member will be onsite in the set-up area. You **MUST** check in with a staff member before setting up.
- Tear down time: Any time after 9:00 p.m. for Craft/Business Vendors. All Food Vendors must remain open for business until 11 p.m. and a final cleanup inspection will be done before you leave the premises. **ALL VENDORS** are required to clean their area completely or you will be charged an additional \$50 clean up fee.
- Vendor spots will be 12 ft. x 12 ft. You will need to supply your own tents, tables, chairs, extension cords, etc. Electricity is available (220/110/30 AMP).
- Gates will be open to the public from 1 p.m. – 11 p.m.
- Activities on Saturday include Kids Corner (bounce houses, petting zoo, etc.), live bands, beer tent, hot air balloon flight, tethered rides and glow (all weather-dependent), and more! There will be a parade with line up beginning at 1 p.m. near the fairgrounds entrance.

Come join us for this fun family event! **Deadline for registration is June 30, 2018.**

Questions: Call Linda Earle @ 419-553-0800 (cell) or 419-636-4508, #1 or ext.227 (work) or email [Socialservices@saa.net](mailto:Socialservices@saa.net)



## Montpelier Bean Days Balloon Fest

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### VENDOR APPLICATION

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*Please type or print clearly.*

Contact name: \_\_\_\_\_

Business name: \_\_\_\_\_

Address: \_\_\_\_\_

Address 2: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Website: \_\_\_\_\_ Fax: \_\_\_\_\_

I am participating as a  Food Vendor  Craft Vendor  Business Vendor

Choose one of the below:

- I am a non-profit organization looking to raise awareness or funds.
- I am a Business/Food vendor – properly licensed and insured

# of spaces requested on Friday, 7/20/18: \_\_\_\_\_ \$50 each – Food vendors ONLY

# of spaces requested on Saturday, 7/21/18: \_\_\_\_\_

\$100 each – FOOD vendors; \$25 each - BUSINESS or CRAFT vendors

**Make checks or money orders payable to: Montpelier Bean Days Balloon Fest**

Do you need electricity?  Yes  No If yes, what size:  220  110

Will you be using a generator?  Yes  No

Do you require a water hook up?  Yes  No

Requests or special needs: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

By affixing my signature below, I hereby attest:

I am fully liable and insured and will not hold the Montpelier Bean Days Balloon Fest, its officers or committees or the Williams County Fairgrounds, its officers or committees responsible for injuries or damage.

I have included Montpelier Bean Days Balloon Fest as additional insured on my policy.

Indemnification: The Montpelier Bean Days Hot Air Balloon Festival will not be liable for any expenses/loss incurred by the vendor and the vendor agrees to indemnify the Montpelier Bean Days Balloon Fest for any expenses or loss incurred by the Montpelier Bean Days Balloon Fest and Committee as a result of vendors' participation in the event.

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_ Date: \_\_\_\_\_



## Montpelier Bean Days Balloon Fest

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### VENDOR CONTRACT

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The Montpelier Bean Days Balloon Fest Committee determines the operating rules and procedures based on our permits and regulations set forth by city ordinance, to provide a cohesive well-managed event, to provide for the safety and protection of attendees and participants and to protect the public space from undo harm or damage.

If selected as a vendor to participate in the festival, each vendor agrees to understand and adhere to all the following operating rules and procedures. ***After reading each item, please initial to indicate that you have read it and agree with it. These are not optional; all items must be initialed. The event will not honor incomplete applications.***

**Eligible Food Vendors:** To be eligible, the vendor must agree to all the terms, read and sign all forms, and return them to Linda Earle by June 30, 2018. Vendors must also agree to abide by all Health and Fire rules and regulations. The Williams County Health Department will do an inspection with you on the day of the event. Any vendor not in compliance with the Health Department guidelines will be closed. The Fire Marshall might inspect vendors for proper extinguishing equipment before vendors are open for sales. Each vendor will be responsible for applying and paying for their own vendor license. License should be applied for by July 1, 2018.  
\_\_\_\_\_ Initials

**Booth Location:** Booth location shall be determined on a first come, first served basis. All vendors will be provided one parking pass for the reserved parking area. Additional vehicles must park with the general public. Any unauthorized vehicle will be towed at owner's expense.  
\_\_\_\_\_ Initials

**Set-up & Tear Down Times:** All set up and tear down times will be determined by the event and will be strictly adhered to ensure the safety of the public and the success of the event. All vendors are asked to remove their vehicles from the set-up area once they are unloaded and not to bring vehicles back into the area until stated tear down times.  
\_\_\_\_\_ Initials

**Clean up:** Food vendors are responsible for proper removal of any cooking oils, charcoal or other refuse from their booth. All trash is to be placed in authorized locations. The utmost care should be exercised in disposal of oil or the like to avoid spillage or other damage to the site. ALL vendors are required to clean their area completely or they will be charged an additional \$50 clean up fee.  
\_\_\_\_\_ Initials

**Supplies & Equipment:** Each vendor will supply its own food and service supplies: plates, bowls, forks, spoons, knives, napkins, etc. and provide adequate food preparation and sales staff. The Montpelier Bean Days Balloon Fest will provide booth space and some electrical outlets. Water hook-ups will also be available, if needed. *(Please indicate electric and water needs on the Vendor Application.)* Vendors will also provide their own tents, tables and staff seating in addition to any equipment necessary to operate their space. Vendors are responsible for their own property. The Montpelier Bean Days Balloon Fest will not be responsible for vendors' supplies or equipment.  
\_\_\_\_\_ Initials



## Montpelier Bean Days Balloon Fest

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### VENDOR CONTRACT (cont.)

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**Application & Fees:** Applications will not be considered complete until all forms and payment are received by the event representative. Any vendor who cannot conform to these guidelines will not be accepted.

\_\_\_\_\_ Initials

**Event Passes:** Each vendor will receive two (2) free passes to the Montpelier Bean Days Balloon Fest. Additional staff and/or family members will be charged \$7.00 per person or they can bring a canned good or non-perishable food item for a reduced admission fee of \$5.00 per person.

\_\_\_\_\_ Initials

**Entering & Exiting the Event/Set Up Area:** All vendors MUST enter and exit via County Road M and park in the assigned area. A detailed map will be provided.

\_\_\_\_\_ Initials

**Weather related issues:** This is an outdoor event. It is the vendor's responsibility to prepare for weather contingencies. There will be no refunds due to inclement weather. The event, the Williams County Fairgrounds, their officers or committees will not be responsible for any damaged or missing items or lost sales revenues. If using a tent, it is the vendor's responsibility to attach sufficient weight on all corners of their tent to prevent the tent from becoming a missile in the event of high winds.

\_\_\_\_\_ Initials

I agree to work in a cooperative manner with the Montpelier Bean Days Balloon Fest Planning Committee as we all work together for a successful event. I have read and understand the Vendor Contract and agree to abide by all guidelines as stated within this document.

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_ Date: \_\_\_\_\_

To be considered complete, please include ALL of the following:

- Completed application (page 1 of this document)
- Initialed and signed contract (pages 2 and 3 of this document)
- Copy of vendor license and insurance listing **Montpelier Bean Days Balloon Fest** as additional insured
- Check/money order made payable to: "Montpelier Bean Days Balloon Fest" for the appropriate fee amount (Please note that no money is needed for non-profit organizations unless you are requesting electric service.)

Send all required documents along with payment to:

**Linda Earle, 10246 Co. Rd. 12, Montpelier, OH 43543**

**Questions: Call Linda Earle @ 419-553-0800 (cell) or 419-636-4508, #1 (work) or email [Socialservices@saa.net](mailto:Socialservices@saa.net)**