

5th Annual Waterford Balloonfest – Waterford, WI

Antiques and Collectibles Vendor Application/ Event Guidelines



**Show Hours: Friday, July 17, 2015, 4:00 - 8:00 p.m.
and Saturday, July 18, 2015, 10:00 a.m. - 8:00 p.m.**

You're invited to be part of the 5th Annual Waterford Balloonfest. This event is expected to attract approximately 20,000 visitors over the 2-day event. In addition to hot air balloon activities, there will also be superb food, interactive entertainment and fun activities scheduled throughout the event. All of these elements are designed to bring in the crowds and welcome people into your booth. Your success is our success, so please take a moment to complete the enclosed application. This is the 5th Annual Waterford Balloonfest and we look forward to its continued growth as a family friendly event.

LOCATION: Evergreen Elementary school grounds, 817 West Main Street, Waterford, WI. This is an OUTDOOR show. There will be no rain date and no refund for inclement weather. The show runs for two days and vendors are required to be in attendance for both days. **Important School policy: NO ANIMALS, ALCOHOL, SMOKING OR SKATEBOARDING ON FESTIVAL/SCHOOL GROUNDS.**

SET UP: Vendors will set up on Friday, July 17 from 12:00-3:30 p.m. Security will be on-site beginning Friday at 9:00 p.m. until 6:00 a.m. Saturday. We suggest a soft teardown Friday night. Vendors may choose to stay "open" until 9:00 p.m. both nights but this is not required. There will be no vehicles allowed on the ground to remove display items until Saturday, July 18th only AFTER 9:00 p.m. Please use caution as the attendees leave the field after the final Balloon Glow.

DISPLAY: Exhibitors must provide their own display tables/materials and are responsible for these items. Canopies are **MANDATORY** and spaces are a minimum of 12x12 on a grassy area. Erected displays, canopy, tie-downs and all extra products and boxes must fit within this area. There will be no electricity available.

SPACE ASSIGNMENTS: The show is setup in aisles. We will try to honor space requests but there is no guarantee. The Chamber will assign vendor spaces to facilitate traffic flow and vendor variety. Only one vendor will be allowed per booth space.

PARKING: All vehicles must be moved to the designated parking lot by the soccer field before 3:00 p.m. on Friday, July 17th. This designated parking location is connected to the launch field with overflow parking at the Woodfield Elementary School off of Barnes Drive. Parking permits will be provided in the confirmation packet.

FEE and DEADLINE: Applications will be accepted through July 3, 2015. You must include your application, photos and fee of \$100/1 space or \$175/2 spaces, prior to us approving your application. If you are not accepted, your fee will be returned to you. The W.A.C.C. will provide an e-mail prior to the show with your assigned location. If you do not have an e-mail address, please included a self-addressed stamped envelope for information to be mailed to you.

Questions: Please e-mail any questions to chamber@waterford-wi.org or call 262-534-5911

CANCELLATIONS: We understand that sometimes particular issues arise. Refunds will only be given for cancellations made a minimum of one month prior to the event date. There will be NO REFUNDS given for cancellations after the deadline or for no-shows.

2015 Balloonfest Antiques and Collectibles Application

Friday, July 17th 4:00 - 8:00 p.m.

Saturday, July 18th 10:00 a.m. - 8:00 p.m.

Contact Name _____
First Last

Business Name _____

Street _____

City _____ State _____ Zip Code _____

Phone Number: _____

Web Site address (if applicable) _____

E-mail (required) _____

Please write a brief description of item(s) you will offer and include photos of the antiques and collectibles you will have in your booth. If your goods do not match the description given, Waterford Area Chamber of Commerce has the right to ask you to leave without refund.

Consider being a Sponsor (*1 Booth included as a sponsor— see attached sponsorship form*) (*Optional*)

____ Signature ____ Diamond ____ Platinum ____ Gold ____ Silver ____ Bronze ____ Community

Please select one: ____ Reserve 1 space for Friday and Saturday for \$100

____ Reserve 2 spaces for Friday and Saturday for \$175

Total amount enclosed or charged \$ _____

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

Return completed application form and fee to: 102 East Main Street, Waterford, WI 53185

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

If you are paying with a credit card (Master or Visa), complete the information below:

Name as printed on the card _____

Billing address _____ City _____ State _____ Zip _____

Credit Card # _____ Exp. Date _____ 3 Digit Code _____

I have enclosed my fee and completed application. I have read the event guidelines and accept and agree to abide by the same. I release the Waterford Graded School District and Waterford Area Chamber of Commerce, its representatives or agents from any liability for loss, damage, theft or defacement of property or display.

Signature

Date