



Food Vendor Application **5th Annual Waterford Balloonfest**

You are invited to participate in the 2015 Waterford Balloonfest as a food vendor. This year the Waterford Balloonfest is again expected to attract nearly 20,000 attendees. It will feature a number of events – interactive entertainment, children's events, music, a craft fair and, of course, superb food! All of these elements are designed to bring business to the Waterford area– and to your business!

Please take a moment to review this carefully because we have made some changes to ensure the quality and sustainability of our family friendly event. Fill out the enclosed application in its entirety so that we can secure your spot for this highly anticipated event!

Friday, July 17, 2015

Set-up between 10:00 a.m. – 3:30 p.m.

Ready to serve at 4:00 p.m.

Soft tear-down no earlier than 9:00 p.m.

(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 Friday only, however, The Waterford Area Chamber of Commerce is not liable for theft or damage of items left on the grounds)

Saturday, July 18, 2015

Breakfast for approved breakfast vendors set-up by 5:45 a.m. and ready to serve at 6:00 a.m.

Set-up for all other vendors by 9:45 a.m.

Ready to serve for other vendors at 10:00 a.m.

Break-down: No earlier than 9:00 p.m.

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

Sunday, July 19, 2015

Breakfast Only

Set-up by 5:45 a.m.

Ready to serve by 6:00 a.m.

Break-down: After final launch is complete or the crowd has dissipated

General Guidelines

All vendors conducting business at the Balloonfest must have a signed and approved Vendor Application on file with the Waterford Area Chamber of Commerce (Chamber). Vendors are limited to sell only the products listed within the Vendor Application. Food vendors must operate from a tented space in accordance to the Temporary Food Service 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. Neither refrigeration, nor power, will be provided. Quiet, clean burning generators are acceptable. Those using charcoal, propane, or other open-flame methods of cooking must have fire-suppression equipment readily available. **Alcohol, animals and smoking are not permitted on school grounds.**

Vendor spaces are 20' wide. The Chamber will assign vendor spaces to facilitate traffic flow and vendor variety. 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 "front" of the booth space; as determined by the marked layout.

All food vendors must agree to present and 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 July 3, 2015.** See enclosed Temporary Food Service Guidelines enclosed with 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.

In addition to the above, Vendors must have a valid certificate of insurance on-site naming both the "Waterford Graded School District" and the "Waterford Area Chamber of Commerce" as additionally insured and must submit the certificate to the Chamber office no later than June 30, 2015. 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. Absolutely no refunds will be issued due to poor weather or force majeure.

Menus

All Vendor menus, including pricing, must be submitted with the application. Only items listed and approved may be sold during the event.

Vendors may elect to also serve breakfast on Saturday morning from a separate menu, or from their regular menu. If a vendor chooses to serve breakfast, they must be set up and ready to serve by 6:00 a.m. and must serve continually until 9:00 p.m. (menu may change from breakfast to lunch / dinner), they may not serve for breakfast only. Those choosing not to serve during breakfast may not open for food sales prior to 10:00 a.m., but must be ready to serve at that time and remain open until 9:00 p.m.

Vendors may elect to serve breakfast on Sunday morning. Those choosing to serve breakfast Sunday must be set up and ready to serve by 6:00 a.m. and should be prepared to serve until the crowd has dissipated. Sunday morning activities are limited to mainly the balloon launch.

Beverages & Ice

The Chamber will have a beverage/ice program in place for all vendors selling beverages at the event. Cold soda, water and sports drinks, teas and lemonade will be stocked on site and available to purchase directly from the Chamber. Only beverages purchased through the Chamber program may be sold at the event for \$2 each, with the exception of smoothies, freshly squeezed lemonade, coffee and other beverages prepared on site (excluding bottled lemonade and tea).

Vendors may pre-order beverages and bags of ice before the event begins and during the event. Our volunteers will deliver the beverage/ice orders directly to the vendor's space during the event. Full cases of beverages may be returned to the chamber on Saturday evening of the event for full credit. Beverage and ice monies owed to the Chamber will be reconciled with the food vendor no later than Friday, July 31, 2015.

Method of Payment

Consumers at the festival will purchase food and beverages directly from the food vendors and the Chamber beverage stations. Please have enough cash on hand to give proper change for transactions.

Food vendors will pay the Waterford Area Chamber of Commerce 18% of their gross food sales in addition to the booth fee. The food vendor will report the 18% amount to the chamber food committee chairman by Monday, July 20th and payment must be received (minus the \$500 non-refundable sales deposit and any beverage / ice payments) no later than Friday, July 31, 2015.

Security Deposit

A **refundable security deposit of \$200** is included in the booth fee. Provided that the guidelines set forth in this agreement are followed and spaces are left in a clean, undamaged condition, deposits will be returned within 10 business days of the close of the event.

Pricing

	Fee	
WACC Chamber members	\$750	\$200 refundable security deposit \$50 non-refundable booth fee \$500 non-refundable sales deposit that will apply as credit towards the chamber's 18% of gross sales.
Non-WACC Chamber members	\$850	\$200 refundable security deposit \$150 non-refundable booth fee \$500 non-refundable sales deposit that will apply as credit towards the chamber's 18% of gross sales.

Payments, inclusive of the security deposit, must be made in full at the time of application. Please make the security deposit a separate payment as it is refundable provided all conditions are met.

Parking

All vendors must park in designated vendor parking area(s) and display an official vendor pass (provided with confirmation packet). Each vendor will be issued **two** 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 vendors. No motorized /unauthorized vehicles will be permitted on the festival grounds between the hours of 6:00 a.m. and 9:00 p.m. except for designated set up and tear down times. This includes golf carts, utility carts, ATVs, UTVs, cars, trucks vans, motorcycles and any other motorized vehicle deemed unacceptable by the event committee. Any parking violators will be towed at the owner's expense.

Vendor Trash Removal

During and after the event, all garbage produced by the vendor must be carried directly to the designated dumpster behind Fox River Middle School with the sign "Balloonfest Vendor Trash" by the vendor's staff and not placed in the garbage cans used for the public. Violators will lose their security deposit. Vendor booth spaces will be photographed Friday before set up and again on Sunday morning after tear-down.

Violation of any of the above guidelines may result in immediate and permanent expulsion from the event grounds without refund of security deposit or booth fee.

Thank you for participating in the 5th Annual Waterford Balloonfest. We look forward to working with you in the coming months as we prepare for another outstanding event!

The 5th Annual Balloonfest Food Vendor Committee

Nick Borth, Food Committee Co-Chair

Chuck Torosian, Event Co-Chair

Teri Eulgen, Food Committee Co-Chair

Don Castine, Event Co-Chair

Jim Little, WACC Board President

Katy Engels, WACC Executive Director

Key Deadlines Checklist:

____ Application, Menu, and Fees – June 15th

____ Insurance Certificates – June 30th

____ Health Department Application – July 3rd

General Event Times (all times are approximate for the purpose of this mailing, finalized times will appear in the confirmation packet.)

Friday, July 17th

4:00 – 8:00 p.m. Craft Show / Antiques & Collectibles

6:00 p.m. – 8:00 p.m. Tethered Rides*

4:00 p.m. – 8:00 p.m. Kids Activities

10:00 a.m. – 8:00 p.m. Helicopter Rides*

5:00 p.m. - Square Dancers

8:15 p.m. Evening Balloon Glow*

Saturday, July 18th

6:00 – 7:30 a.m. Balloon Competition*

7:00 - 9:30 a.m. 5K Run/Walk

7:00 a.m. – 7:00 p.m. Tethered Rides*

10:00 a.m. – 5:00 p.m. Business Vendors

10:00 a.m. – 8:00 p.m. Craft Show / Antiques & Collectibles

10:00 a.m. – 8:00 p.m. Kids Activities

10:00 a.m. – 8:00 p.m. Helicopter Rides*

1:00 p.m., 3:00 p.m., & 5:00 p.m. Bingo

6:00 p.m. - Memorial helium balloon release

6:30 – 7:45 p.m. Balloon launch window*

8:15 p.m. Evening Glow*

Sunday, July 19th

6:00 – 7:30 a.m. Balloon Launch window*

6:00 – 10:00 a.m. Tethered Rides*

*Weather permitting



5th Annual Waterford Balloonfest – July 17-19, 2015

Food Vendor Application – due June 15, 2015

Vendor Business Name: _____

Mailing Address: _____

Contact Person Name: _____

Contact Cell Phone Number: _____

Contact E-mail Address: _____

Business or Product Web Site: _____

List Top Three menu items (attach full menu): _____

Additionally, we will serve food on Saturday, July 18, 2015 morning YES NO

Additionally, we will serve food on Sunday, July 19, 2015 morning YES NO

WACC Chamber members	\$750	\$200 refundable security deposit \$50 non-refundable booth fee \$500 non-refundable deposit that will apply as credit towards the chamber's 18% of gross sales.
Non-WACC Chamber members	\$850	\$200 refundable security deposit \$150 non-refundable booth fee \$500 non-refundable deposit that will apply as credit towards the chamber's 18% of gross sales.

Applications are reviewed and approved on a first come-first served premise.

Please attach proposed menu and pricing information to this application prior to sending. If you are serving different items for breakfast and lunch / dinner, please provide both menus.

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

Return completed application form and fee to: **Waterford Area Chamber of Commerce**
102 East Main Street
Waterford, WI 53185

Payment options accepted: (circle one) Check Cash MasterCard Visa

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

Name as printed on the card _____

Billing address _____ City _____ State _____ Zip _____

Credit Card # _____ Exp Date _____ 3 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 and its 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 Commerce Food 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 Vendor License Application is true and complete, to the best of my knowledge. I agree to abide by and uphold all regulations stated herein.

Signature of Vendor Business Owner

Date