

5th Annual Waterford Balloonfest

2015 Business Vendor Application and Event Guidelines

Saturday, July 18, 2015

Operating Hours: Saturday 10:00 a.m. - 5:00 p.m.

You're invited to be part of the 5TH Annual Waterford Balloonfest. This event is expected to attract approximately 20,000 visitors July 17-19, 2015. In addition to numerous hot air balloon events, there will also be superb food, interactive entertainment and friendly activities. All of these elements are designed to bring in the crowds and welcome people into your booths. *Your success is our success*, so please take a moment to complete the enclosed application. We look forward to having you join us. **Important School Policy: NO ANIMALS, ALCOHOL, SMOKING OR SKATEBOARDING ON FESTIVAL/SCHOOL GROUNDS.**

LOCATION / SET UP/ TIMES: Evergreen Elementary school grounds, 817 West Main Street, Waterford, Wisconsin. This is an **OUTDOOR** show. There will be no rain date and no refund for inclement weather. The business vendor show runs for one day and vendors are required to be in attendance from 10:00 a.m.-5:00 p.m. Vendors must have tents/tables set up prior to 9:00 a.m. on Saturday July 18th. No vehicles will be allowed on-site for set-up after 9:00 a.m. **NO VEHICLES WILL BE ALLOWED ON GRASS or SERVICE ROAD FOR TEAR DOWN.** During tear-down only dollies and/or wagons are allowed.

NEW LOCATION THIS YEAR: The business vendor area will be on the grassy area near the Barnes Drive parking lot, adjacent to the Arts/Crafter area.

SPACE ASSIGNMENTS: Space is limited and will be assigned on a first-come first-serve basis. Space requests will be considered, but there are no guarantees. Only one vendor is allowed per booth space.

DISPLAY: Exhibitors must provide their own display tables/materials and are responsible for these items. Canopies/pop-up tents are mandatory and spaces measure 10'x10'. Erected displays, canopy tie downs, and all extra products and boxes must fit within this area. A maximum of 2 spaces per vendor is allowed. There is no electricity available. All displays must be up and ready by 9:45 a.m.

PARKING: Please park in the Barnes Drive parking lot or use the Waterford Union High School overflow lot off of Barnes Drive east of the vendor area for additional parking. One parking permit will be provided in the confirmation packet.

FEE and DEADLINE: All applications and fees must be received by July 10, 2015. Festival management expressly reserves the right to reject any application and return any payment accompanying such application for any reason whatsoever. Any application which is accepted by show management shall upon acceptance become a binding agreement between the W.A.C.C and the vendor. Fees must accompany the application.

CONFIRMATION: The W.A.C.C. will send you one parking pass and your assigned location approximately 10 days before the event.

CANCELLATIONS: We understand that sometimes particular issues arise. Refunds will only be given for cancellations made before June 17, 2015. **NO REFUNDS** will be issued for cancellations after this deadline or for no-shows.

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



2015 Balloonfest
Business Vendor Application
Saturday, July 18th 10:00 a.m. - 5:00 p.m.

Contact Name _____
First Last

Business Name _____

Street _____

City _____ **State** _____ **Zip Code** _____

Phone Number: _____

Web Site address (if applicable) _____

E-mail (required) _____

Brief description of product(s) or service(s) you will offer. If your goods or services do not match the description given W.A.C.C. 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

W.A.C.C. Member

Non-Member

Please select one: ____ 1 Booth Space (\$50)
____ 2 Booth Spaces (\$100)

____ 1 Booth Space (\$75)
____ 2 Booth Spaces (\$125)

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