



# GREAT FALLS BALLOON FESTIVAL CRAFT/TRADE VENDOR APPLICATION

## VENDOR INFORMATION

**CRAFT**  
VENDOR

**TRADE**  
VENDOR

APPLICANT NAME

COMPANY NAME

MAINE SALES TAX ID NUMBER

ADDRESS

CITY/STATE/ZIP

PHONE

ALTERNATE PHONE

EMAIL ADDRESS

WEBSITE

### BOOTH TYPE *(please check one)*

#### CRAFT VENDOR

#### TRADE VENDOR

STANDARD SPACE..... \$275

STANDARD SPACE..... \$375

PRIME SPACE..... \$475

PRIME SPACE..... \$475

### PRODUCT INFORMATION *Please list all items that you plan to display/sell. Only items listed and approved may be sold.*

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#### Craft/Trade Vendor Hold Harmless Agreement

By executing this agreement, the undersigned agree(s) for himself/herself/itself and its/their successors, heirs and assigns that participation in the Great Falls Balloon Festival, as described herein, hereby releases and forever discharges the Great Falls Balloon Festival Inc., and the officers, directors, employees, agents and members of either organization, together with their successors and assigns of and from all debts, demands, actions, causes of action suits, dues, sum and sums of money, accounts, reckonings, bonds, specialties, covenants, contracts, controversies, agreements, promises, doings, omissions, variances, extents, execution and liabilities whatsoever including, without limiting the generality of the foregoing, claims for contribution, exoneration or indemnity, or any other thing whatsoever which might arise from the undersigned's participation in the Great Falls Balloon Festival. **I agree to the following:**

- I HAVE READ AND UNDERSTAND** the Craft/Trade Vendor Terms and Conditions for Participation.
- I understand that there is **NO DRIVING ON THE GRASS** in the open field. Vehicles are permitted to drive on the **WALKING PATH ONLY**.
- I will not have a vehicle in the park from **FRIDAY AT 3 P.M. THROUGH SUNDAY EVENING**.
- I understand that **MY BOOTH MUST BE STAFFED DURING FESTIVAL HOURS**.
- In the event that my booth is not staffed during festival hours, or I leave early, **MY APPLICATION WILL BE REJECTED FOR NEXT YEAR'S FESTIVAL**.
- I am **RESPONSIBLE FOR THE ACTIONS AND CONDUCT OF EMPLOYEES/ASSISTANTS** working at the festival.

APPLICANT NAME

COMPANY NAME

APPLICANT SIGNATURE

DATE

# CRAFT/TRADE VENDOR TERMS AND CONDITIONS FOR PARTICIPATION

The festival reserves the right to approve or restrict any business from exhibiting and to remove anyone not complying with these terms and conditions, without issuing a refund.

## General Information

**Date: August 17-19, 2018**

Location: Simard-Payne Memorial Park, Lewiston, ME  
and Festival Plaza, Auburn, ME

Booth dimensions: 10' x 10'

Booth assignments are first-come, first-served

Booth fees include:

- overnight security
- inclusion in festival advertising
- one space at a nearby parking area
- general lighting (along the walkway) and light towers
- one outlet (for two items)

Vendors must provide their own tent/booth, tables, table coverings and chairs.

Only applications from vendors with goods or services to sell will be considered.

Applications from political, religious or social action groups will not be approved.

Booths **MUST be attended** during festival hours:  
**Friday 8/17**    **Saturday 8/18**    **Sunday 8/19**  
5 p.m. – 10 pm    10 a.m. – 10 p.m.    11 a.m. – 7 p.m.

A booth that is not staffed during festival hours, or is closed early (without prior clearance), will result in **REJECTION OF THAT VENDOR'S APPLICATION** the following year.

## Pricing and Payment

Craft Vendor	Standard Space (North End) . . . . .	\$275 (reserved for handcrafted, first-quality items)
	Prime Space. . . . .	\$375
Trade Vendor	Standard Space . . . . .	\$375
	Prime Space. . . . .	\$475

A deposit of \$100 reserves a space

(Deposits will be returned if we are unable to accept an application.)

A \$50 discount is offered for the rental of two or more spaces

Balance is due by August 1, 2018

Cancellations prior to July 31, 2018 will be charged a \$50 fee No refunds will be issued after July 31, 2018

## Set-Up

Vendor set-up is Friday from 9 a.m. – 3 p.m. At 3 p.m., all vehicles must exit the park.

## Sales Tax

All vendors must have a valid Maine Sales Tax Permit and it is the responsibility of the vendor to collect Maine sales tax.

A vendor who has not provided a Maine Sales Tax ID number will not be allowed to set up/open their booth at the festival.

## Insurance

A certificate of insurance must be provided, naming Great Falls Balloon Festival as an additional insured during the dates of the festival. This document must be received **BEFORE** the festival.

## Restrictions

Vehicles are allowed on festival grounds for loading/unloading ONLY (Friday from 9 a.m. – 3 p.m. and Sunday after 7 p.m.)

Driving across the main field is not permitted (with the exception of festival vehicles and balloon crews.

Vehicles should be driven on the walking path ONLY.

No food or drinks that are to be consumed on the premises may be sold.

No items using the Great Falls Balloon Festival name or logo may be sold without prior approval.

No games of chance or raffles are allowed.

Only handouts specific to your product may be used. Please keep handouts to a minimum to reduce trash.

Handing out candy or balloons is prohibited.

Overnight accommodations are not available in the park.

Supplies must be stored out of sight.

Smoking, alcoholic beverages and drugs are prohibited.

Pets are not permitted (with the exception of service animals).

## Application

Incomplete applications will not be considered. Please use the following checklist to ensure your application is complete:

- Application form
- Copy of Maine Sales Tax Permit
- Insurance Certificate
- Booth Deposit: \$100 (payable to Great Falls Balloon Festival)
- New vendors ONLY:  
Photo of booth display, labeled with company name

## Mailing address

Great Falls Balloon Festival  
PO Box 1238 Auburn, ME 04211

## Questions?

Please email  
crafttrade@greatfallsballoonfestival.org