

## **Sonoma County Hot Air Balloon Classic Booth Policies, Procedures and Requirements**

**Please read all information carefully before completing the vender application.**

Vender booths must fit within a 12' by 12' area. All vendors are responsible for the design, construction, assembly, maintenance, and dismantling of their booths. Vendors must provide their own decorations, equipment, and supplies. Vendors must also provide their own displays, tables, racks, shade, etc. We encourage decorative displays and ask that they be orderly and aesthetically pleasing.

Booths must be set up Friday, June 27<sup>th</sup> between 3:00 and 9:00 p.m. Setup or teardown is not allowed during event operating hours. Craft and children's area vendors must be open for business Saturday and Sunday from 6:30 to 11:00 a.m. Food vendors must be open from 5:30 to 11:00 am. both days.

Access to the park is restricted and limited to only those people manning booths. Vehicle and worker passes will be issued with the acceptance letter and are limited to a maximum of 4 worker passes and 1 vehicle pass per vender unless otherwise authorized by the Vender Chairman. Each individual must have a worker pass to enter the park. Due to limited parking, car pooling is suggested.

All vendors must park in the area behind the vender grove designated for vendors. Vendors may remain on site overnight; however, only one RV per vender is allowed. **No vehicles are allowed in the vender area during hours of operation.**

All vendors must keep their area clean and remove trash as necessary. Food vendors must provide garbage cans to accommodate the public's disposal of used paper products.

Each food vender must provide an operating, tagged, portable fire extinguisher at his booth.

All booth material, decorations, equipment, supplies, etc. must be removed from the site immediately following the conclusion of the event, and the site must be left in a clean condition.

Vendors agree to accept responsibility for all material and goods furnished, used or displayed by them in the booth area. While the organizers will make reasonable effort to provide security, vendors accept full responsibility for their personal property. NOTE: Arrangements may be made with the Vender Chairman to stay with your booth on Friday and Saturday nights to provide personal security.

Electricity, if needed, will be provided by SCHABC for a fee. **Vendors must supply their own extension cords. A 12-gauge cord or heavier is recommended.** Quiet generators, producing noise no greater than 65 decibels (DBA) will also be allowed. Vendors bringing their own generators must provide a catch tray for the generator to sit

in to trap any fluids that might leak and a bag of kitty litter to soak up any spills, as well as #12, 3-wire, U ground extension cords to meet their needs.

Vendors selling merchandise acknowledge and agree that they cannot sell any items using the Sonoma County Hot Air Balloon logo. Other balloon merchandise may be acceptable and must be approved by the Vender Chairman.

Alcoholic beverages will be sold only by SCHABC. No other alcoholic beverages will be allowed to be sold. All beverages must be served in paper cups, cans and plastic bottles. NO GLASS IS ALLOWED!

If a vender fails to open his display in the space assigned by 6:30 a.m. (5:30 a.m. for food vendors) each day of the event, the Vender Chairman reserves the right to assign that space to another vender.

Fees will not be refunded if vendors withdraw from the event unless the Vender Chairman is notified with just cause by June 14, 2008.

The Vender Chairman reserves the right to reassign and/or amend the site plan and assignments as necessary.

Each vender must purchase his own space. Booth spaces may not be shared or assigned to others.

Booths will be assigned on a first-come, first served basis. However, SCHABC reserves the right to give preference to previous vendors.

Vendors must comply with all applicable federal, state, and local statutes and ordinances, and agree to assume full responsibility for the payment of all sales taxes required.

**Vendors must supply, along with their completed application and check, a certificate of insurance naming Sonoma County Hot Air Balloon Classic as an additional insured. Certificates must show a minimum of \$1,000,000 general liability coverage.**

**All food vendors must comply with Sonoma County Health Department requirements. The Health Department will make an on-site inspection. Vendors are responsible for obtaining necessary permits and meeting all requirements including complying with the Food Handler Certification program. Vendors may qualify for a veteran's exemption and should check with the Health Department. Refunds will not be made for failure to comply. Copies of vender permits and food handling certificates are required to be displayed on site.**

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