



HARVARD BALLOON FEST OPEN AIR MARKET APPLICATION

Company Name _____
 Crafter/Vendor Key Contact _____
 Mailing Address _____
 City _____ State _____ Zip _____
 Telephone _____ E-Mail _____
 Mobile Number _____
 Sales Tax ID # or last 4 numbers of Soc. Sec. _____
 Description of items you will be selling _____

CRAFTER/VENDOR:

Booth Size *please circle booth choice*

10x10 Craft /Vendor (\$100)

10x20 Craft/Vendor (\$175)

Electricity (20 amps) - \$75 *Check one*

YES NO

Event Dates—**Friday, August 31st (4pm-10pm), Saturday, Sept. 1st, and Sunday, Sept. 2nd (12pm-10pm)**

- 1) Crafters/Vendors are required to have items for sale during the event.
- 2) Crafters/Vendors are required to bring their own displays which include tables, chairs and tents. These items must all fit inside of the booth area at all times. Tents are required for your booth and proper weights must be secured.
- 3) Crafters/Vendors are required to be at their spaces at all times during the market. No early tear downs please.
- 4) After teardown please be sure that your area is clean of any items or trash. Anything left behind will be disposed of.
- 5) Crafters/Vendors are required to supply a sales tax ID # or last four numerals of your Social Security number for submission to the State of Illinois Events.
- 6) To guarantee electric service your application must be submitted and booth paid for in full by July 31st, 2018.
- 7) Generators are **NOT ALLOWED**.
- 8) Harvard Balloon Fest reserves the right to assign booth locations. Space is limited.
- 9) **NO REFUNDS** will be given unless the event is cancelled. **NOTE:** This is a rain or shine event. Refunds will not be given due to weather.
- 10) Applications will be accepted until all spaces are full.
- 11) Two weeks prior to the event crafters/vendors will receive a packet that will contain a map, assigned space, parking instructions, set-up time and any other details pertaining the Open Air Market.
- 12) Crafters/Vendors agree to abide by all applicable laws, ordinances, and regulations pertaining to health, fire prevention, public safety, business licenses, and sales tax permits.
- 13) Crafters/Vendors give permission to have their self, employees, volunteers and products in their booths photographed for marketing purposes for Harvard Balloon Fest.
- 14) The City of Harvard reserves the right to refuse set-up if all rules of this contract are not complied with.
- 15) Make Check or Money Order Payable to the City of Harvard and mail this registration and payment to secure your booth to: Harvard Balloon Fest, 201 W. Diggins Street, PO Box 310, Harvard IL 60033

By signing below the crafter/vendor and their volunteers or workers agree by all rules and regulations set above and will not hold Harvard Balloon Fest, the City of Harvard or anyone working for these agencies harmless for damages, loss, injury or theft of their items, self, or belongings during the event.

 Crafter/Vendor Signature

Date _____

 Printed Crafter/Vendor

Date _____