



# All Ohio Balloon Fest

## August 8th, 9th & 10th, 2024

### Official Vendor Application

Please print or type all requested information below: DATE \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE (    ) \_\_\_\_\_ FAX (    ) \_\_\_\_\_ CELL (    ) \_\_\_\_\_

E-MAIL \_\_\_\_\_ WEBSITE \_\_\_\_\_

**Load-in and set-ups are scheduled for Wednesday, Aug. 7th & Thursday, Aug. 8th. Set Up Times are as follows:**  
**Spaces 1-10, Wednesday, August 7th #1-5: 10am, #6-10: 1pm, Spaces 11-20, Thursday, August 8th #11-15: 8am, #16-20: 11am**  
**EARLY SET-UP WILL NOT BE ALLOWED - YOU NEED TO SHOW UP AT YOUR DESIGNATED TIME TO ENSURE A FAST AND ORDERLY SET UP.**

**I would like to reserve a space in the following size:**

	10x10__	10x15__	10x20__	10x30__
Paid by 12-31-23	\$900	\$1,000	\$1,100	\$1,300
Paid after 12-31-23	\$1,100	\$1,200	\$1,300	\$1,500

**NOTE: Should your set-up exceed the reserved size, an average fee of \$200 will be assessed on-site.**

Limited number of spaces available. Space is not guaranteed. **(Please note: spaces/trailers will be measured. Entire set-up including trailer tongue, etc. must fit within designated reserved area.)** \_\_\_\_\_ Size of tent/trailer (including tongue)

**Be very specific and all inclusive regarding electrical requirements.**  
 Please see and complete electrical worksheet on page 2 of this application to determine your specific electrical needs.

**I need electric service provided with my vendor space reservation:** Yes \_\_\_\_\_ No \_\_\_\_\_

**I will provide one 100 foot 12 Guage Heavy Duty Grounded Extension Cord per Circuit Required:** Yes \_\_\_\_\_ No \_\_\_\_\_

**Overnight electric will only be available for fridges & coolers, not for overnight guests in RV's, Campers or Tents.**  
 Tear-down is Saturday night at the close of the festival, but you may pull out Sunday Morning by 12:00 Noon.

**NOTE: ICE will be available on-site at \$4/bag. Pay before & pick up at the beer tent.**

**I will have a fire extinguisher in my booth throughout the fest:** Yes \_\_\_\_\_ No \_\_\_\_\_

**\_\_\_\_ Please include a full menu of what you plan to offer at the fest with this application. (Products, Services, etc.)**  
 (Please note: The festival reserves the right to request alterations as it deems necessary.)

**\_\_\_\_ Please include at least one digital or printed photograph of your planned display space with this application.**  
 (Please note: Photos will not be returned.)

**Trash deposit fee of \$100 required by ALL vendors.** Deposit will be refunded via mail after the festival, provided that all trash is disposed of into provided dumpsters and vendor area is left as it was found. To ensure your full fee is refunded, take an exit photo of your area and text to: 937-243-1091 or e-mail to: Mariew@marysvillejt.com. **FAILURE TO ADHERE TO AOBF RULES & REGULATIONS - INCLUDING EARLY DEPARTURE WILL RESULT IN THE FORFEIT OF ALL MONEY OWED BY AOBF INCLUDING THE DEPOSIT.**

**Gray Water** - must be stored and removed from the Fest by the vendor. Dumping of gray water into storm drains will result in fines and clean up fees. Offending vendors will be removed. May use porto-john upon request. No refunds and no invitation to return.

of operation are not met. Vending will be allowed to continue once all conditions are met. Failure to correct violations/conditions will result in removal from the Fest. No refunds will be granted.

**Oils and Food Residues** - To prevent staining or damaging hard surfaces, food vendors are required to place tar paper under those areas where seepage or spillage is possible, and dispose of their own upon completion of the fest.

**Health Dept. Regulations** - Due to health department regulations, all food vendors will be required to wear food serving gloves and follow all Health Dept. rules and regulations.

**Rights Reserved** - The Fest reserves the right to close food vending operations in the event of rules violations or if requirements

**Vendors will enter and exit Fest at the Clymer Road entrance. Vendor parking will be provided behind the blue hangar. No driving on Festival grounds during the event.**

**THERE ARE NO EXCLUSIVES**



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### Electrical requirements and restrictions for All Ohio Balloon Fest vendors

1. There are two 100 amp 120/240 volt 1 phase temporary services available for all vendors' electrical power.
2. Standard receptacle and power available are:
  - a. 120 volt 20 amp duplex GFCI protected - maximum load 2000 watts (or 16.5 amps) continuous per receptacle
  - b. 120/240 volt 50 amp 3 pole 4 wire grounding (NEMA configuration 14-50R) - maximum continuous load - 3000 watts (25 amps per phase at 120 volts)

No direct hook ups of cables to temporary panels will be permitted

**VENDORS MUST PROVIDE A MINIMUM OF ONE-100 FOOT 12 GAUGE HEAVY DUTY GROUNDED EXTENSION CORD PER CIRCUIT REQUIRED.** (This is for any 120 volt 20 amp hook up. Cords for 50 amp 120/240 must be 8-4 SO cord.) Final location of booths may require vendor to provide additional cord length. Ungrounded or inadequate sized cords will not be permitted.

Equipment and cords must operate on provided GFCI protected circuits. Equipment and cords that cause GFCI device to Trip may not be used.

**Note to Vendors: We don't have unlimited electric**, so it is your responsibility to verify and submit the total wattage and/or amperage requirements of your electrical equipment. Example- two 1500 watt 120 volt appliances (crock pots, coffee pots, warmers, etc.) will require two separate 20 amp circuits and two cords. Lighting must also be added to your total load requirements.

Equipment list of Vendor with voltage and wattage or amperage per Item.

Examples:

1. crock pot	120 volts	1400 watts
2. water heater	120 volts	1500 watts
3. refrigerator	120 volts	540 watts (4.5 amps)
4. canopy lighting	120 volts	6-100 watt lamps

**Total requirement 4040 watts**

This would require a minimum of two 20 amp circuits (2 cords)

Self contained units with 120/240 volt 14-50 plug hook ups must balance load to a maximum of 3000 watts per phase continuous.

**Please list all electrical items that will be used during the 2024 All Ohio Balloon Fest. Fill in the volts, amps and watts of your item(s).**

Item	Volts	X	Amps	=	Watts
		X		=	
		X		=	
		X		=	
		X		=	
		X		=	
		X		=	
		X		=	
		X		=	
		X		=	
				Total Watts:	

Other electrical items that may not be listed in the example above are: coffee maker, freezer, toaster, or hot plate.

Be very specific and all inclusive regarding electrical requirements. We will not allow overloading of circuits and will close vendors found to be overloading. Complete electrical work sheet to determine electrical needs.

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## Vendor Operations Agreement

The vendor operations agreement is put in place to remind vendors of our basic rules for operation during the All Ohio Balloon Fest. After reading each item, please initial to indicate that you have read and agree. These are not optional. We will not honor incomplete applications.

The Fest determines operating rules and procedures based on our permits and regulations set forth by city ordinance, to provide a cohesive well-managed event, to provide for the safety and protection of attendees/participants and to protect the public space from undo harm or damage.

If selected as a vendor to participate in the All Ohio Balloon Fest, I understand and will adhere to all operating rules and procedures including those listed below. [Please initial each]

\_\_\_\_ My booth will be open for business during **ALL HOURS** as set by the Fest. Early pull out will result in forfeit of all money owed by AOBF.

\_\_\_\_ This is an outdoor event. It is my responsibility to prepare for weather contingencies.

\_\_\_\_ If using a tent, I will attach sufficient weight on all corners of my tent to prevent my tent from becoming a missile in the event of high winds. I want to protect my investment, the investment of other vendors around me and the safety of the public, fellow exhibitors, Fest staff, etc.

\_\_\_\_ Load-In times are scheduled for Wednesday, Aug. 9th and Thursday, Aug 10th - I will arrive at the designated time based on my space location in order to ensure a fast and orderly set up.

\_\_\_\_ I will bag and tie my trash and place it in the provided dumpster located at the parking area outside gate each night.

\_\_\_\_ I will pick-up/clean up around my booth space before leaving the Fest on Saturday evening or Sunday morning by 12:00 Noon.

\_\_\_\_ I will follow the rule of "leave it better and cleaner than when I found it," and will take a photograph upon my exit

\_\_\_\_ I understand that failure to adhere to any of these rules or procedures will result in complete forfeiture of my deposit.

## READY to submit your application? Make sure you have included the following items: INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

- \_\_\_\_ Fully-completed application
- \_\_\_\_ Initials where required on vendor operations agreement
- \_\_\_\_ Signed/ dated liability form
- \_\_\_\_ Minimum of one digital or hard copy photo of your on-site workspace
- \_\_\_\_ Completed electrical worksheet
- \_\_\_\_ Copy of my current insurance certificate
- \_\_\_\_ All required fees (booth, additional electric if required, trash deposit)
- \_\_\_\_ Signed & dated Below

**REQUIRED:** 4 additional insured policies naming as additional insured: ALL SEPARATE FORMS

The All Ohio Balloon Fest 207 N. Main St. Marysville Ohio 43040  
Sky Vista Aviation, 760 Clymer Rd. Marysville Ohio 43040  
Union County Commissioners, 233 W. 5th St. Marysville Ohio 43040  
Union County Airport Authority 760 Clymer Rd. Marysville Ohio 43040

All must be named as additional insured. This is required before you can set up, so send this to me at [mariew@marysvillejt.com](mailto:mariew@marysvillejt.com) asap. Please bring with you to the event AS WELL.

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

**Return this form, all required additional information and fees to:**

**All Ohio Balloon Fest, Inc.  
attn: Marie Woodford  
207 N. Main St.  
P.O. Box 226**

**Marysville, Ohio 43040  
937-644-9111 x140 or 937-243-1091**

**Make checks payable to All Ohio Balloon Fest, Inc.**

**You may e-mail your completed forms and photos to: [Mariew@marysvillejt.com](mailto:Mariew@marysvillejt.com)**

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