

Retail/Food Vendor Space Agreement



Arizona's Premier Hot Air Balloon Race & Festival

January 26th – 28th, 2018

Goodyear Ballpark
1933 S. Ballpark Way
(Goodyear Blvd & Estrella Pkwy)
Goodyear, Arizona

Business Name _____

Contact Name _____

Mailing Address _____

City/Province _____

State _____ Zip _____

Phone (____) _____ Fax (____) _____

E-mail address _____

Description of retail/food vending space. Include list of items to be displayed or sold in your space.

GENERAL GUIDELINES & INFORMATION

- ✓ Arizona Balloon Classic (ABC) will ONLY provide retail space.
- ✓ Space set-up: Thursday, January 25th, 2018, 8am to 5pm. Friday, January 26th, 2018 7am - Noon
- ✓ Event Hours: 4pm-9pm Fri., 7:00am-9pm Sat., 7:00-10:00am Sun. (subject to change)
- ✓ All vendors must be open by 4pm on Friday, 7:00am Sat & Sun. Vendor space must be staffed throughout the event.
- ✓ Standard power – 110 included. Power over 20 Amps requires a \$100 fee.
- ✓ You must provide a flame-resistant tent or canopy in your designated space.
- ✓ Security will be provided throughout the event; however, ABC will not be held liable for any loss. The space and items in the space are vendor's responsibility.
- ✓ No handwritten signs are permitted.
- ✓ All vendors will be required to carry liability insurance, listing Arizona Events Group, LLC DBA, Arizona Balloon Classic as additional insured. Event dates must be included.
- ✓ The ABC will predetermine booth location. Vendors may request a certain location; however, the ABC cannot guarantee a specific location.
- ✓ Vendors are responsible for the cleanliness of their designated area.
- ✓ Event is outdoors and takes place in day light and evening times.
- ✓ If retailing products, you **must** have the required business license from the City of Goodyear. Including all health permits from Maricopa County if selling food.
- ✓ **Business License and certificate of insurance are due to the ABC is Friday Jan 12th, 2018 at 5pm or you will not be able to participate in the ABC. This will be strictly enforced.**
- ✓ This agreement is **non-refundable/No Chargebacks** regardless of the retailer's performance or event expectations.

Vendor Space Fees

— 10'X10' - \$500

— 10'X20' - \$800

* Retail Vendors Only

CHECKLIST TO SUPPLY

- Completed agreement form
- Signature of agreement form (below)
- Agreement fee
- Certificate of Insurance (due by:1/12/18)

Certificate of Insurance to read exactly as follows below:

*Re: Arizona Events Group, LLC DBA, Arizona Balloon Classic
January 26th – 28th, 2018*

Send certificate to Arizona Events Group

1334 E. Chandler Blvd., Suite #5-D17

Phoenix, Arizona 85048

CONTACT:

Nanette Duncan **Terry Bridges**
info@abcfest.com **info@abcfest.com**
480.600.4743 **509.769.9963**

RELEASE

This agreement is **non-refundable/No Chargebacks** regardless of the retailer's performance or event expectations. Participant is fully responsible for all charges as outlined herein whether using the agreed upon space or not. Participant agrees to utilize assigned space during published event hours and will confine all display activity to assigned space. All space assignments are final decisions of the ABC. ABC reserves the right to change space locations, as they may deem necessary. All materials must meet fire codes. The ABC reserves the right to require the modification of any display. I agree to park in designated parking areas. I hereby release and discharge the Arizona Events Group, volunteers, all sponsoring organizations and the City of Goodyear from any responsibility, personal liability, claims, loss or damage arising out of or in conjunction with my participation in the ARIZONA BALLOON CLASSIC. The ABC and the above listed associates will not be responsible for any injury sustained by participants and guests or damage to product and materials belonging to participants. I agree to abide by all rules and guidelines set forth by the ABC, written or oral, and understand failure to do so could result in my removal from the event and that all decisions are final. I take full responsibility and understand that my entire display must be sturdy and safe and that a representative must occupy the space during posted event hours.

SIGNATURE _____

DATE _____

Credit Cards accepted/Checks payable to: Arizona Events Group
Mail to: 1334 E. Chandler Blvd. | Suite #5-D17 | Phoenix, Arizona 85048

