

# 10<sup>th</sup> Annual “Eyes to the Sky” Balloon Festival

June 16<sup>th</sup>, 17<sup>th</sup> & 18<sup>th</sup> 2017 Salina, Utah

## VENDOR INFORMATION & APPLICATION

**Applications for booth spaces are now being accepted until full. You must submit the attached Registration form. Please read all the instructions below carefully. If you have any questions or concerns please feel free to call the Vendor Manager.**

**THIS IS AN OUTDOOR EVENT. PLEASE PLAN ACCORDINGLY.**

### **Booth Guidelines: ~ Please read carefully!!!**

- Booth space fee is \$30 per day or \$50 for both days (Fri and Sat). Preference will be given to those who apply for both days.
- **Booth space will be a 10’x10’ space.** Vendors are **REQUIRED** to have a canopy\ tent, and you will provide your own tables, chairs, displays, tarps, etc. (If your tent is larger than 10x10 PLEASE let me know ASAP! You are required to have a person in your booth space at all times. **YOUR TENT MUST BE WEIGHTED DOWN WITH SANDBAGS, WATERJUGS, ETC.** You must provide these items yourself and you must remove them after the event. We will be set-up on a closed city street. You will **NOT** be able to stake your tent down so please plan accordingly. You will be asked to take down your booth and leave if you do not meet\ follow the requirements!
- All booths **MUST** be open during all festival hours. **YOU MAY NOT** take down early without permission from the Vendor Manager.
- **NO PARKING IS PERMITTED ON MAIN STREET, 100 EAST & 100 SOUTH.** Please make arrangements to haul, carry, move your booth supplies and set-up and tear down equipment.
- The Balloon Festival will take place regardless of weather. Please plan accordingly. ***Refunds for booths will NOT be given for inclement weather.***
- Each vendor is responsible for their own set-up, take down and for removing trash and debris from their booth space.
- Salina City and\ or Lisa Torgerson are not liable for property loss\ damage or personal injury to anyone participating or attending in anyway during Balloon Festival.
- Security will be provided Friday night after the festival closes. You can hang tarps around your booth and\ or cover things over. You are **NOT** required to take everything down. No one will be allowed on the street or around the booths after we close and until we open Saturday morning. You will **NOT** be allowed to stay the night at your booth.
- **There is NO POWER available for any type vendor.**
- You are responsible to man your own booths and take payments for your items. Each vendor is responsible for collecting their own fees, taxes, etc.
- **FOOD VENDORS: YOU MUST SUBMIT A COPY OF YOUR FOOD LICENSE OR FOOD HANDLERS PERMIT WITH YOUR APPLICATION.**

**All applications are subject to approval.** Applications will be date and time stamped upon receiving. We are only allowing one vendor in each type business, i.e., Paparazzi, Tupperware, Posh, Pampered Chef, Scentsy, etc. The same goes for Food vendors. One per specific type of food, i.e. hamburgers, hotdogs, snowcones, and specialty items. We will be allowing as many Independent Crafters as possible. **A detailed list of items you wish to sell must be listed on your application.** You will be notified if\when your application is approved.

At that time you will have one week to pay your booth fees.

If they are not paid during that time the booth space will be given to the next in line.

**NO REFUNDS** of booth fees will be given after your space has been approved.

However, if you have an emergency and can't attend please advise the Vendor Manager in ample time and we may have a waiting list for booths.

If your booth can be filled your fee will be refunded at that time.

You MAY NOT just find someone to fill in your booth space, as there have been waiting lists in years past. We will contact those in line and find someone to possibly fill your spot.

Booth assignments will be given at set-up. If you have special needs in a booth space, please let me know asap.

**The Registration form is attached. Please complete and return asap.  
You will be contacted as soon as possible if you application is approved.**

**Remember you have one week after approval to pay your booth fee  
to secure your spot!**

**Please keep these 2 pages for your records.**

If you have questions or concerns please feel free to call the Vendor Manager.

**VENDOR MANAGER**

*Lisa Torgerson*

*Cell: 801-850-8563*

*347 North 250 East*

*Salina, Utah 84654*

# VENDOR AGREEMENT

I agree to the all Festival requirements. If any violations are brought to my attention, I agree to make immediate corrective action. I also agree to help advertise with friends, neighbors and all those you associate with to help make our event a fun and successful one!

**You will be contacted and given a booth confirmation with set-up information  
IF you are selected to participate. THANK YOU!!!**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Which type of Vendor are you interested in participating as?

\_\_\_\_\_ FOOD\*

\_\_\_\_\_ CRAFTS, ETC.

**\*FOOD VENDORS MUST SUBMIT A COPY OF FOOD LICENSE OR FOOD HANDLERS PERMIT WITH APPLICATION.**

Which day are you interested in?  
(Preference will be given to those interested in BOTH DAYS.)

\_\_\_\_\_ Friday (\$30)      \_\_\_\_\_ Saturday (\$30)

\_\_\_\_\_ BOTH DAYS (\$50)

How many booth spaces? \_\_\_\_\_ (2max)  
Spaces are 10'x10'

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***Please Print:***

NAME OF VENDOR: \_\_\_\_\_

BUSINESS NAME(if applicable): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_ Alternate number: (\_\_\_\_) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**Please list all items you are wanting to sell:**  
(please use the back if more room is needed)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE SEND OR BRING  
YOUR APPLICATION TO:**

LISA TORGERSON  
347 NORTH 250 EAST  
SALINA, UTAH 84654

801-850-8563

**PLEASE CALL IF YOU HAVE ANY  
QUESTIONS OR CONCERNS!**

**Reminder: Applications will be date and time stamped upon receiving.  
We are only allowing one vendor from each type business.**

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OFFICE USE ONLY:      Application Received: \_\_\_\_\_ Time: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_ BOOTH SPACE # \_\_\_\_\_

FEE AMOUNT: \_\_\_\_\_ CASH \_\_\_\_\_ CHECK \_\_\_\_\_