

# Great Falls Balloon Festival

A Community Event of Lewiston-Auburn, Maine

P.O. Box 304

Auburn, ME 04212

[www.GreatFallsBalloonFestival.org](http://www.GreatFallsBalloonFestival.org)

2010 Trade/Craft Information

**August 21 – 23, 2010**

Dear Interested Crafter/Vendor:

We're hoping you can join us for the 2010 Annual Great Falls Balloon Festival, our 18<sup>th</sup> Year! Enclosed is an application form and related information.

All outside spaces are 10' x 10'. There will also be a large tent with 8' tables available for \$350 each (\$250 for crafters who make their own items). Participants will have one off-site parking spot included with each space. Outside spaces in the North end of the field will be \$275 and reserved for Crafters selling handcrafted, first quality items. Remaining outside spaces along the walkway are available for trade vendors at \$375 each, with prime spaces at \$475 each.

We look forward to your participation in the Great Falls Balloon Festival, the largest of its kind in the Northeastern United States! Please fill out an application form and mail it along with the necessary attachments to the Craft & Trade Coordinator at the address printed on the form. Space is available on a first-come, first-served basis. As always, if you have any questions or suggestions, please e-mail me at [vendor@greatfallsballoonfestival.org](mailto:vendor@greatfallsballoonfestival.org) or visit our web site at [www.greatfallsballoonfestival.org](http://www.greatfallsballoonfestival.org). I can also be reached at 207-784-2542 between the hours of 6 and 8 pm. Here's hoping for a sunny weekend!

Sincerely,

Janet Sullivan  
Craft & Trade Coordinator

# Great Falls Balloon Festival

A Community Event of Lewiston-Auburn, Maine

P.O. Box 304

Auburn, ME 04212

www.GreatFallsBalloonFestival.org

## CRAFT/TRADE APPLICATION 2010

Name:

Company Name:

Maine Sales Tax ID Number:

Address:

City:

State:

Zip:

Phone:

Email:

Web Site \_\_\_\_\_ (we will post a link on our web site)

List all items that you plan to sell. Only items listed here and that have been approved may be sold:

	Description	Craft	Trade	
*	Outside Prime Spaces	\$475	\$475	
*	10 x 10 outside space	\$275	\$375	
**	8' table & 2 chairs in Tent	\$250	\$350	

\*Must provide own tent/booth & tables with floor-length table coverings.

\*\*Must provide own floor-length table coverings.

There is a \$50 discount for renting two or more spaces or tables.

Your booth fee provides you with overnight security, advertising, limited electricity, and ONE parking space at a nearby lot. Overnight accommodations are not available at the site. Vehicles will be allowed on festival grounds ONLY for loading/unloading. No table or chairs are provided for outside spaces.

Booth fees are required at the time of application. No refunds will be issued after July 31, 2010. Cancellations received prior to July 31 will be charged a \$50 handling fee.

Please mail all forms & check payable to Great Falls Balloon Festival Inc to:

Janet Sullivan  
26 Birch Rd  
Auburn, Me 04210

# Vendor/Crafter Terms and Conditions for Participation

Please read this section carefully.

- No food or drinks that are to be consumed on the premises may be sold.
- No items using the Great Falls Balloon Festival name or logo may be sold without prior approval.
- No games of chance or raffles are allowed.
- Booths should be attended at all times during specified show hours.  
**Friday 5:00 pm - 10:00 pm      Saturday 10:00 am - 10:00 pm      Sunday 11:00 am - 7:00 pm**
- Only handouts specific to your product may be used. We request that handouts be kept to a minimum in order to reduce the amount of trash. Handing out candy and balloons is prohibited. Supplies must be stored out of sight.
- Smoking, alcoholic beverages, and drugs are prohibited. **No pets allowed.**
- Only vendors/crafters with goods or services to sell will be considered. Political, religious, or social action groups will not be allowed.
- The Festival Committee reserves the right to approve or restrict any business from exhibiting, and to remove anyone not complying with the rules, without issuing a refund.

## INSURANCE

A certificate of insurance must be provided, naming GFBF as an additional insured during the Festival, August 20 – 22, 2010.

## SALES TAX

The vendor **MUST** have a valid Maine Sales Tax Permit obtainable through the State of Maine, Bureau of Taxation. Tel. 207-287-2338, or from the web site [www.maine.gov/revenue](http://www.maine.gov/revenue). We also have a supply of tax application packets available upon request. It is the responsibility of the vendor to collect Maine sales tax. Your Maine Sales Tax ID number will be required before you will be able to set up your booth at the Festival.

## LIGHTING AND ELECTRICAL

There is general lighting along the walkways, and light towers will be on site. Minimal electricity is available for each vendor, consisting of two outlets. You will be able to plug in two items.

## BOOTH SET-UP

Set-up begins Friday morning at 9 am and **must be completed by 4:00 on Friday** to allow for the safe removal of all cars & trucks before the rush.

Space will be assigned on a first-come, first-served basis; please specify preference for outside or tent space.

Applications will not be considered unless complete. Please use the following checklist to ensure your application is complete:

- \_\_\_\_\_ Application form (Maine Tax ID will be required before you will be able to set up your booth at the festival)
- \_\_\_\_\_ Hold Harmless Agreement
- \_\_\_\_\_ Insurance Certificate (must be received in advance of the Festival)
- \_\_\_\_\_ Photo of your booth display (for new vendors), labeled with your company name..
- \_\_\_\_\_ Booth Fee (Your check will be returned if you are not accepted)

# Great Falls Balloon Festival

A Community Event of Lewiston-Auburn, Maine

P.O. Box 304

Auburn, ME 04212

[www.GreatFallsBalloonFestival.org](http://www.GreatFallsBalloonFestival.org)

## Hold Harmless Agreement 2010

Name:

Company Name:

Maine Sales Tax ID Number:

Address:

City:

State:

Zip:

Phone:

By executing this agreement, the undersigned agree(s) for himself, herself, itself and its' their successors, heirs and assigns that participation in the Great Falls Balloon Festival as described herein, hereby releases and forever discharges the Great Falls Balloon Festival Inc., and the officers, directors, employees, agents, and members of either organization, together with their successors and assigns of and from all debts, demands, actions, causes of action suits, dues, sum and sums of money, accounts, reckonings, bonds, specialties, covenants, contracts, controversies, agreements, promises, doings, omissions, variances, extents, execution and liabilities whatsoever including, without limiting the generality of the foregoing, claims for contribution, exoneration or indemnity, or any other thing whatsoever which might arise from the undersigned's participation in the Great Falls Balloon Festival. **I UNDERSTAND THAT NO PETS ARE ALLOWED ON THE FESTIVAL GROUNDS AND VEHICLES MAY NOT BE PARKED ON THE GROUNDS DURING FESTIVAL HOURS.**

Signature

Date

Please return to:  
Janet Sullivan  
26 Birch Rd  
Auburn, Me 04210

