**GREAT FALLS BALLOON FESTIVAL**

**Craft and Trade Application**

**VENDOR INFORMATION**

\_\_\_ CRAFT/TRADE VENDOR

\_\_\_ NON-PROFIT

**APPLICANT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COMPANY NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MAINE SALES TAX ID NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CITY/STATE/ZIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ALTERNATE PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**WEBSITE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Craft and Trade Space …………. $500.00**

**Double Space $900.00 Triple Space $1350.00**

**Paid in Full by June 1, 2023, $25.00 off😊**

**Space Size Wanted\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PRODUCT INFORMATION**

*Please list all items that you plan to display/sell. Only items listed and approved may be sold.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Craft/Trade Vendor Hold Harmless Agreement 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 agree to the following:**

* **I HAVE READ AND UNDERSTAND the Craft/Trade Vendor Terms and Conditions for Participation.**
* **I understand that The Great Falls Balloon Festival is not responsible for lost or stolen items. There will be local police departments present during festival hours and security after hours but the festival cannot take responsibility in the event of loss.**
* **I understand that there is NO DRIVING ON THE GRASS in the open field. Vehicles are permitted to drive on the WALKING PATH ONLY.**
* **I will not have a vehicle in the park from FRIDAY AT 3 P.M. THROUGH SUNDAY EVENING until the last band is finished or last balloon has taken off whichever is latest.**
* **I understand that MY BOOTH CANNOT BE TAKEN DOWN UNTIL CLOSE ON SUNDAY (As described above).**
* **I am RESPONSIBLE FOR THE ACTIONS AND CONDUCT OF EMPLOYEES/ASSISTANTS working at the festival**.

APPLICANT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMPANY NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Information**

**Location**: Simard-Payne Memorial Park, Lewiston, ME. Booth dimensions: 10’ x 10’. Booth fees include: •overnight security •inclusion in festival advertising •one space at a nearby parking area • general lighting (along the walkway) and light towers •one outlet (for two items). Vendors must provide their own tent/booth, lighting, tables, table coverings and chairs. Only applications from vendors with goods or services to sell will be considered.

**Booths MUST be open during festival hours:**

**Friday 8/18/2023 4 p.m. – 10 p.m.**

**Saturday 8/19/2023 10 a.m. – 10 p.m.**

**Sunday 8/20/2023 10 a.m. – Conclusion of last band or take off of last balloon whichever is latest.**

Booths can open any time after am launch if wanted, no later then time above.

**Pricing and Payment**

**Craft and Trade Vendor Standard Space $500.00 / 2x $900 / 3x $1350**

**Non-Profits MUST provide status id number for $100.00 off.**

**No refunds will be issued after July 1, 2023.**

**Must be paid in full by July 1, 2023.**

**Make Checks Payable to Great Falls Balloon Festival**

**Credit Card Option: We use Square**

**Name on Card\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Billing Adrtess\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CC # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EXP. Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CVV #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Set-Up: Nichole will meet you at the Main Gate and escort you to your designated space.**

Vendor set-up is Friday from 9 a.m. – 3 p.m. At 3 p.m., all vehicles must exit the park.

* Sales Tax: All vendors must have a valid Maine Sales Tax Permit and it is the responsibility of the vendor to collect Maine sales tax. A vendor who has not provided a Maine Sales Tax ID number will not be allowed to set up/open their booth at the festival.
* Insurance: A certificate of insurance must be provided, naming Great Falls Balloon Festival as an additional insured during the dates of the festival. This document must be received no later than August 1st.
* Restrictions: Vehicles are allowed on festival grounds for loading/unloading ONLY (Friday from 9 a.m. – 3 p.m. and Sunday after close). Driving across the main field is not permitted (with the exception of festival vehicles and balloon crews. Vehicles should be driven on the walking path ONLY. 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. Only handouts specific to your product may be used. Please keep handouts to a minimum to reduce trash. Handing out candy or balloons is prohibited. Overnight accommodations are not available in the park. Supplies must be stored out of sight. Smoking, alcoholic beverages and drugs are prohibited. Pets are not permitted (with the exception of certified service animals).

**Application:** Incomplete applications will not be considered. Please use the following checklist to ensure your application is complete: £ Application form £ Copy of Maine Sales Tax Permit £ Insurance Certificate £ Booth New vendors ONLY: Photo of booth display, labeled with company name.

**CRAFT/TRADE VENDOR TERMS AND CONDITIONS FOR PARTICIPATION:** The festival reserves the right to approve or restrict any business from exhibiting and to remove anyone not complying with these terms and conditions, without issuing a refund.

**Mail to: Great Falls Balloon Festival PO Box 1238 Auburn, ME 04211** **craftandtrade@greatfallsballoonfestival.org**

**Craft and Trade Director: Nichole Parlin**

**207.485.3260**