



## 2011 FOOD VENDOR APPLICATION Smith Park – Middletown, Ohio

The 9th annual Ohio Challenge Hot Air Balloon Festival will take place the weekend of July 15th, 2011 at Smith Park in Middletown, Ohio.

Hours of operation for food vendors are:	Friday	July 15th	4pm to 10pm
	Saturday	July 16th	4pm to 10pm
	Sunday	July 17th	Event ends after 7am balloon launch.

Carefully review the Rules & Regulations provided. If they meet with your approval, complete, sign and return this application with your registration fee to the address below. **A photo of your booth must be provided with application.** Upon acceptance, a notice of confirmation will be provided to you.

PLEASE PRINT OR TYPE (All areas MUST be legibly filled in.)

**Choose one:**

- \_\_\_\_\_ \$335 per site – Food only
  - \_\_\_\_\_ \$400 per site – Non-alcoholic beverages only
  - \_\_\_\_\_ \$700 per site – Food and non-alcoholic beverages
- \* Lemon Shake-Ups, Lemonade and Smoothies are defined as beverages*

We hereby apply for a food booth at The Ohio Challenge and agree to abide by all rules and regulations of The Ohio Challenge and the City of Middletown Health and Fire Departments.

Food Vendor \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Daytime Phone # \_\_\_\_\_ Evening Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Email Address \_\_\_\_\_

Complete list of desired food and/or beverage items to be sold (Please be specific; attach separate sheet if needed):

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Size of Trailer \_\_\_\_\_ or Tent \_\_\_\_\_ (Indicate size in feet)

• **Include tongue hitch in measurement**

Depth needed: Depth \_\_\_\_\_ Specify electrical needs - either 220 or 110 \_\_\_\_\_

*Approved vendors will be listed in promotional materials and contact information may be shared with event sponsors.*

**Indemnification:**

To the fullest extent permitted by law, you (the vendor) shall indemnify, defend and hold harmless The Ohio Challenge Hot Air Balloon Festival, the City of Middletown, Ohio, sponsors of the event and their respective employees, directors, officers, agents, volunteers and other persons acting on their behalf from and against any and all claims, actions, suits, causes of action, or demands which arise or are in any way connected with the acts or omissions of you, your employees, directors, officials, agents, volunteers or other persons acting on your behalf.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Amount Enclosed \_\_\_\_\_

**Return application and fee to: The Ohio Challenge, Attn: Food Vendors, 1500 Central Avenue, Middletown, OH 45044**

Visit [www.ohiochallenge.com](http://www.ohiochallenge.com) for copies of Health & Fire Department Regulations.

Email [food@ohiochallenge.com](mailto:food@ohiochallenge.com) for more information.

**APPLICATION DEADLINE: APRIL 15, 2011**  
**Make Check Payable to: The Ohio Challenge**

## The Ohio Challenge Food Vendor Rules & Regulations

1. All food vendors must have a valid CITY OF MIDDLETOWN HEALTH DEPARTMENT Permit/Certificate. Valid mobile license are acceptable. **Vendor** must apply for a temporary permit or provide a copy of a valid mobile license **directly to the City of Middletown, Department of Health, in advance.** See Temporary Food License Information & Application and Health Department Guidelines for Temporary Food Service Operations documents (available at [www.ohiochallenge.com](http://www.ohiochallenge.com)). Contact Middletown City Health Department at 513-425-7853 or Fax mobile license to FAX 513-425-7852 **no later than July 1<sup>st</sup>, 2011.**
2. Vendors must comply with Middletown Fire Department regulations. Inspections will be made of all vendor facilities. See Fire Extinguisher Requirements (available at [www.ohiochallenge.com](http://www.ohiochallenge.com)).
3. Vendors must provide a valid certificate of Insurance, **naming The Ohio Challenge as an additional insured.** VENDORS WILL NOT BE ASSIGNED SPACE UNTIL "VALID" INSURANCE CERTIFICATE IS RECEIVED. *Make sure your policy period extends through the last day of the event. Failure to provide a valid Certificate of Insurance may delay acceptance of your application.*
4. COST: \$335 per site selling food items only, \$400 per site selling non-alcoholic beverages only, \$700 per site selling both food and non-alcoholic beverages. **Full payment must be received with application.**
5. FOOD VENDOR HOURS: 4:00pm to 10:00pm Friday and 4:00pm to 10:00pm Saturday, rain or shine. A commitment to these hours is required. **\*Note required set-up time for inspections on Friday.** Vendors may pack up after the event closes on Saturday night or, on Sunday morning.
6. CHECK IN & SET UP: Each vendor is responsible for supplying their own set-up equipment, setting it up, taking it down and cleaning up the same. All vendors are required to check in Friday (July 15th) near the 4-way stop just inside the park's main entrance, upon arrival at the festival site. Check in and set up is 8:00 am - Noon on Friday (July 15th). Booths must be set up by 1:00pm on Friday (July 15<sup>th</sup>). **Failure to check-in/set-up on time could result in refusal of entry with no refund.**
7. The Ohio Challenge committee will assign booth location. Once assigned, movement will not be permitted.
8. ELECTRICITY: 110V and 220V electrical hook-ups are available. **It is the vendor's sole responsibility to connect to these hook-ups.** Electrical needs must be furnished with application. Vendors shall supply all adapters and power cords, subject to Fire Marshal approval – maximum 200ft.
9. WATER: Water hook-ups are available. Vendors must supply proper sanitary water hose, connections and check valve.
10. VEHICLES: Each vendor will be given **two (2)** Vendor Parking Passes upon check-in to park a vehicle and supply trailer, if needed, in the assigned Vendor Parking area located at the festival site. **Additional General Area Parking Passes may be purchased in advance at a cost of \$8.00 each.**
11. VENDOR BOOTH RESTRICTIONS include, but may not be limited to: Vendors must sell goods only from their assigned concession area. No hawking, obstructive signs or public address systems. Use of golf carts by vendors is strictly prohibited. Each food and/or beverage item to be sold must be listed on application. The Ohio Challenge committee reserves the right to request concession or menu changes. Approved menu items will be confirmed with acceptance. You will only be permitted to sell confirmed items. While the committee will attempt to limit duplication of items by various vendors WE DO NOT GUARANTEE EXCLUSIVITY OF ANY FOOD OR BEVERAGE ITEM TO ANY VENDOR.
12. PETS: Pets, other than those assisting individuals with handicaps are prohibited.
13. REFUNDS: Refunds will not be returned for any reason after June 1st.
14. RETURNED CHECKS: A fee of twenty-five dollars (\$25.00) will be assessed for any returned checks. A certified check or money order in the amount of any returned check plus the \$25 fee will then be required for payment.

**A photo of booth must be submitted with application.**

Barrels for grease disposal will be provided on site and vendors **must** use them.

**DUMPING OF GREASE ON THE GROUND OR IN TRASH CANS IS STRICTLY PROHIBITED!**

**ICE WILL BE AVAILABLE FOR PURCHASE ON-SITE.**

LIABILITY: The City of Middletown, Ohio Challenge Balloon Festival Committee, it's sponsors and volunteers assume no liability for loss or damages to a vendor's wares or property occurring during the festival or resulting there from.