

## **RULES, REGULATIONS and GENERAL INFORMATION**

### **BALLOONAPALOOZA**

Our festival offers your organization exposure festival customers from around the city. Balloonapalooza will feature musical entertainment on two stages, a children's area, automobile exhibits, health and wellness exhibits and other arts and crafts, pavilion tents including Carnival Rides, demonstrations and displays and more.

#### **Event Information**

Location: (Lone Star Park)

City of Grand Prairie, TX

#### **Hours of Operation:**

Friday, August 26, 2016 (gates open) at 4 pm to 11 pm

Saturday, August 27, 2016 (gates open) at 4 pm 11pm

Sunday, August 28, 2016 (gates open) at 2 pm to 11pm

#### **Vendor Fee Categories**

Marketplace Tent Arts and Crafts / Merchandise	10x10 space only 10x20 space only 20x20 space only	\$400 early bird / \$500 after April 10 \$600 early bird / \$700 after April 10 \$800 early bird / \$900 after April 10
Food Vendors (trailer or stand alone Private Tent)	10x10 10x20 20x20	\$500 early bird / \$600 after April 10 \$700 early bird / \$800 after April 10 \$900 early bird / \$1000 after April 10
Business and Sponsors (Sampling and Give-aways)	10x10 Tent 10x20 Tent	\$800 early bird / \$1000 after April 10 \$1000 early bird / 1500 after April 10
Special Tours/ Sponsorships	Contact Us directly	
Non-Profits /Public Service Groups *	10x10	Contact Us directly

Note: All Early Bird registration is prior \_\_\_\_\_

\* Nonprofits are required to provide updated non-profit status certificate

#### **Payment**

Please make checks payable to:

Balloonapalooza LLC  
5435 North Garland Avenue, Suite 140-505  
Garland, Texas 75040

#### **Vendor Coordinator**

#### **Non-Profit Coordinator**

## **Vendor Amenities**

Marketplace Tent – **(No food vendors allowed / all food vendors must rent stand alone tent space)** Merchandise, Arts and Crafts vendors will be assigned a 10'x10' space area under an assigned area on festival grounds. In order to provide Vendors the opportunity to sell their merchandise, competitive vendors may be declined. All decisions by Vending Coordinator are final.

Stand Alone Tent –All tent spaces include a covered tent area, 6' table, 2 chairs and one 110 volt electricity outlet, water access is available on grounds. Additional tables and chairs may be rented from Vending Coordinator.

## **Vendor Move- In and Move-Out**

Check-in and begin setting up at **8 am, Friday**, \_\_\_\_\_ between the hours of 8 am and 1 pm.

Overnight setup is allowed with prior approval. Security will be on property. Note: Special functions and Carnival Rides may be operating. Caution should be taken during setup.

**Check in at the Event Registration Area.** (for Service Entrance - see map)

At Check in, vendors will be given assigned vendor area, IDs and other access instructions.

Vendors must be setup and ready for business by 4 pm each day. Food Inspection times will vary.

Vendors may begin move-out on Sunday night **after 11pm**\_\_\_\_\_. Vendors will not be allowed to break down any sooner. Access for tear down, vendors will need to come prepared with hand carts, etc.) Please leave your area in same condition as move-in. Once inspected, and in same condition, Deposits for some vendors may be required prior to approval and will be returned once area has been inspected as cleaned.

## **Application Process**

All vendor application will be reviewed by the Balloonapalooza and the Vendor Coordinator and applicants will be notified of their status within 10 days of receipt.

In order to ensure a wide variety of products/services, we will limit the number of similar vendors. The allotted number of vendors in each category will be selected on a first come, first served basis.

Vendor understands that submission of this Application does not guarantee acceptance into the Event. Vendor understands and acknowledges the rights granted to Vendor hereunder by Balloonapalooza, LLC may not be exclusive and that other similar organizations maybe granted a similar right to sell merchandise, display information or conduct an activity.

### **NOTES:**

*Due to the evening activities and limited vehicle access to vendor area, it is extremely important that vendors entering and exiting the grounds follow the instructions given to them at the time of check-in.*

## **Registration Deadline**

Application and payment must be received by the Vendor Coordinator prior to the early bird deadline and approved for early registration discount. All vendor fees shall be in effect after the early bird deadline has passed. Early Bird registration is prior \_\_\_\_\_. All applications must be approved prior to a vendor setting up at the Festival. Early response is recommended.

## **Security**

Balloonapalooza event site will be secured continuously throughout the duration of the Event. Merchandise may be left overnight at the owner's risk and responsibility. Balloonapalooza, is not responsible for lost or stolen articles, equipment, food, merchandise or other products Vendors choose to leave in their tent. Lock and Key including securing your products, items and equipment is recommended. Balloonapalooza will be providing fencing to secure the event site and 24-hour police and law enforcement security only during Balloonapalooza, LLC. Balloon Security on grounds shall commence at 12:00 am, \_\_\_\_\_ until \_\_\_\_\_, \_\_\_\_\_, 12 noon. ALL VENDORS should be off property by 12:00 PM, \_\_\_\_\_.