



HOT AIR BALLOON FESTIVAL

Arts & Crafts • Food • Skydiving • Live Entertainment

It's more than just hot air ...

To: Potential 2017 Arts & Crafts Vendors

The 15th annual Ohio Challenge Hot Air Balloon Festival will be held the weekend of July 21st at Smith Park in Middletown, Ohio.

We are now accepting applications for Arts & Craft vendors. You will be located in a high traffic area of the festival (including a great view of the balloons and skydivers).

Hours of operation for Arts & Craft vendors are:

Friday	July 21	4:00pm to 10:00pm
Saturday	July 22	4:00pm to 10:00pm
Sunday	July 23	Event ends after 7 a.m. balloon launch. Vendors may pack up after event closes Saturday night or on Sunday morning. (Most leave on Saturday night).

To join this event, please forward:

- ✓ Completed & signed application
- ✓ Registration fee, and
- ✓ Photos of your crafts (if first year or if you have new items)

Early Bird Discount - To receive the early bird discount payment must be postmarked no later than 03-15-2017. This discount is outlined on the attached application. The current vendors have priority until 3-1-2017.

If you need additional information, please email ohiochallengecrafts@yahoo.com or visit our website at www.ohiochallenge.com.

We are looking forward to working with you on this exciting and successful event!

Lisa Pearce, Chairperson
Arts & Craft Committee
ohiochallengecrafts@yahoo.com

The Ohio Challenge Arts & Craft Vendor Rules & Regulations

1. **MERCHANDISE:** Only merchandise listed on application may be displayed and sold. The Arts & Crafts Committee has final approval.
2. **COMMITMENT:** All exhibitors require a two-day commitment and are expected to be open.
3. **CHECK IN & SET UP:** Each vendor is responsible for supplying their own tent & set up equipment. Set up is Friday morning prior to noon. Booth numbers will be provided at check in & are determined by the Arts & Craft Committee. While unloading, please be courteous and allow vehicle space for the booth next to you.
4. **TENTS:** Each vendor is responsible for ensuring their tents are properly weighted and flame resistant. Please secure your tent in the grassy area at the time of set-up to withstand any unexpected high winds.
5. **VEHICLE PARKING:** Each exhibitor will be given one pass to park a vehicle in the participants' reserved parking area located at the festival site.
6. **FOOD & GAMES:** Art and craft exhibitors are prohibited from selling food or drinks and operating game booths, except where written permission has been given.
7. **ELECTRICITY:** Electrical outlets are generally within 10' to 100' of your booth. Please bring an outdoor, heavy-duty extension cord. No household extension cords.
8. **EXHIBITORS BOOTH RESTRICTIONS.** Restrictions include, but may not be limited to:
 - Cardboard boxes shall not be used to display items
 - Only those items listed on the contract may be displayed and sold
 - All items shall be sold in the booth area only. Roving sales, hawking, obstructive signs and public address systems are prohibited
 - We do not guarantee exclusivity of any arts or craft item to any vendor
9. **REFUNDS & RETURNED CHECKS:** Refunds will not be returned for any reason after June 1st. A returned check fee in the amount of \$25.00 will be assessed to you for any returned check. A certified check or money order in the amount of any returned check plus the \$25 fee will then be required for payment.
10. **LIABILITY:** Exhibitors display at their own risk. The City of Middletown, the Ohio Challenge Balloon Festival Committee, its' sponsors and volunteers are not responsible for any theft, damage or accident occurring during the festival or resulting there from.
11. **TRADEMARK:** The Ohio Challenge logo and name are registered trademarks and may not be reproduced without written consent from The Ohio Challenge Planning Committee.

2017 Arts & Craft Vendor Application - Ohio Challenge Hot Air Balloon Festival
July 21st & 22nd 2017 • Smith Park • 500 Tytus Ave., Middletown, Ohio

Name: _____	Business Name: _____
Address: _____	City: _____ State: _____ Zip: _____
Cell Phone: _____	Home Phone: _____
Email: _____	Website: _____

List the crafts you plan to sell: *(Note: The Ohio Challenge name and logo may not be used on any of your products. Any reference to Hot Air Balloons or Middletown must be submitted for approval to the Ohio Challenge Planning Committee prior to May 1)*

What % of your crafts are handcrafted by you? _____

Which of your crafts are not handcrafted by you? _____

Please reserve the following booth space:

____10' x 10' @ \$120 (\$90 if payment is postmarked before 3-15)

____20' frontage x 10' @ \$220 (\$165 if payment is postmarked before 3-15)

Makes checks payable to: The Ohio Challenge **(First year vendors must pay by Money Order or Cashier's Check)**

Please specify electrical needs: _____

Should you need to rent a tent or other supplies we recommend contacting Prime Time Party Rental at (937)-296-9262

If you have commercial liability insurance or a homeowner's policy with a business rider, please indicate your insurance carrier and liability limits: _____

(Certain products will require that you carry liability insurance. This is up to the discretion of the Insurance committee.)

Indemnification:

To the fullest extent permitted by law, you (the vendor) shall indemnify, defend and hold harmless, The Ohio Challenge, all event sponsors, the City of Middletown, Ohio 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.

I have also read and agree with the attached Vendor Rules & Regulations.

Signed: _____ Amount Enclosed: _____

Date: _____

Return completed application with photographs of your crafts and the registration fee to the following address:
(To be considered, the registration fee must accompany this application.)

The Ohio Challenge
Attn: Arts & Crafts
1500 Central Avenue
Middletown, Ohio 45044

E-Mail: ohiochallengecrafts@yahoo.com • Website: www.ohiochallenge.com

**** If accepted, a letter of confirmation with a map will be mailed to you after 4-1-2017 ****