



15th Annual Hot Air Balloon Festival  
FOOD VENDOR TWO DAY APPLICATION FORM  
Smith Park – Middletown, Ohio  
July 21-23, 2016

Hours of operation for 2-day food vendors are: Friday July 21st 4pm to 10pm  
Saturday July 22nd 4pm to 10pm  
Event ends after 7am balloon launch on Sunday July 23rd

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

Registration Fees are subject to change at the discretion of Ohio Challenge Committee prior to notice of acceptance of application.

- Choose one: \_\_\_\_\_ \$375 per site – Food only (\$337.50 postmarked by 1/31/17)  
 \_\_\_\_\_ \$450 per site – Non-alcoholic beverages only (\$405.00 postmarked by 1/31/17)  
 \_\_\_\_\_ \$750 per site – Food & non-alcoholic beverages (\$675.00 postmarked by 1/31/17)

Carefully review the Rules and Regulations provided. Sign and return this application only if you are fully in agreement with the terms and conditions stated herein along with your registration fee and a valid, current Certificate of Liability Insurance naming The Ohio Challenge as an additional insured for the duration of the event. A photo of your truck, trailer, tent or booth must be provided with this application. Ohio Challenge has sole discretion to determine how many food booth spaces/sites vendor occupies based upon truthful information provided by applicant with this application or upon request of event personnel. Upon acceptance a written notice of confirmation will be sent to you. **Registration fee must be received with application for consideration or discounts.**

**\* Lemon Shake-Ups, Lemonade and Smoothies are defined as beverages; you may not sell water unless you are a beverage vendor.**

We hereby reserve a food booth space at The Ohio Challenge 2017 Hot Air Balloon Festival and agree to abide by all rules and regulations of The Ohio Challenge and the City of Middletown Health, Parks & Grounds, and Fire Departments.

Food Vendor \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City / State / ZIP \_\_\_\_\_  
 E-Mail Address \_\_\_\_\_  
 Daytime Phone # \_\_\_\_\_ Evening Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

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

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

Size of Trailer \_\_\_\_\_ or Tent \_\_\_\_\_ or Truck \_\_\_\_\_

(Indicate size in feet for both length and width) • **Include tongue hitch in measurement**

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

Pick One: I will apply for a Temporary Food Service License \_\_\_\_\_ or I have a Current Mobile Food Service License \_\_\_\_\_

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 Food Vendor Application Form and Registration 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 and electrical requirements

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

**Application Deadline: April 7, 2017**

**Application window may be adjusted in the sole discretion of the Event Management based on available space**

**Make Check Payable to: The Ohio Challenge (\$30.00 Return Check Fee)**

## The Ohio Challenge Two Day Food Vendor Rules & Regulations

1. **FOOD LICENSE:** All food vendors must have a temporary food service license from the City of Middletown Health Department or a current mobile food service license from their health district. **Vendor** must apply for a temporary permit or provide a copy of their 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 513-425-1818 or Fax a copy of your mobile license to FAX 513-425-7852 **no later than June 23rd, 2017.**
2. **REGULATION COMPLIANCE:** Vendors must comply with Middletown Health, Fire Department, Electrical & Parks regulations. Initial and periodic inspections will be made of all vendor facilities. Vendors will not be permitted to operate during the event if they are unable to pass all required inspections. See *Fire Extinguisher Requirements* and *Smith Park Electrical Diagram* (available at [www.ohiochallenge.com](http://www.ohiochallenge.com)).
3. **INSURANCE:** Vendors must provide a valid certificate of Liability Insurance, **naming The Ohio Challenge as an additional insured.** VENDORS WILL **NOT** BE ASSIGNED SPACE UNTIL VALID INSURANCE CERTIFICATE IS RECEIVED. *Your certificate must extend coverage through the last day of the event (July 23). Failure to provide a Certificate of Liability Insurance may delay acceptance of your application.*
4. **COST:** \$375 per site selling food items only, \$450 per site selling non-alcoholic beverages only, \$750 per site selling both food and non-alcoholic beverages. Event Management has sole discretion to determine if Food Vendor set-up occupies more than one space. Discounts may be offered by Event Management in their sole discretion subject to any advertised terms. **Full payment must be received with application.**
5. **FOOD VENDOR HOURS:** 4:00pm to 10:00pm Friday and Saturday, rain or shine. A commitment to these hours is required. Early break-down may result in ban from future events. **\*Note required set-up time for Inspections on Friday.** Vendors may pack up after the event closes on Saturday night or on Sunday morning. All trash and residue must be removed from the site.
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 their area. All vendors are required to check in Friday (July 21) near the 4-way stop just inside the park's Tytus Avenue entrance upon arrival at the festival site. Check-in and set-up is 8:00 am - Noon on Friday (July 21). Booths must be fully set up for inspection no later than 1:00pm on Friday (July 21). **Failure to check-in/set-up on time could result in refusal of entry with no refund.** The Ohio Challenge Food Vendor committee will assign booth location. Once assigned, booth spaces will not be changed except as may be required by Event Management in their sole discretion. Early set-up may be available Thursday evening (July 20) depending on other scheduled uses of Smith Park.
7. **ELECTRICITY:** Only 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 inspection and approval by the City of Middletown and/or Fire Marshal – maximum cord length 200ft. (See *Electrical Diagram* at [www.ohiochallenge.com](http://www.ohiochallenge.com)).
8. **WATER:** Water hook-ups are available. Vendors must supply proper sanitary water hose (NSF 61), connections and check valve. Vendor is responsible for any damage caused by leaks in their equipment.
9. **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 \$10.00 each.**
10. **VENDOR BOOTH RESTRICTIONS** will 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 excessive duplication of items by various vendors **WE DO NOT GUARANTEE EXCLUSIVITY OF ANY FOOD OR BEVERAGE ITEM TO ANY VENDOR.**
11. **PETS:** Pets, other than those assisting individuals with handicaps are prohibited.
12. **REFUNDS:** Registration Fees will not be returned or refunded for any reason after June 1st, 2017.
13. **RETURNED CHECKS:** A fee of \$30.00 will be assessed for any returned checks. A cashier's check or money order in the amount of any returned check plus the \$30.00 fee will then be required for payment.
14. **GREASE:** Grease disposal may be provided on site at the election of the Festival Committee; however, Food Vendors are solely responsible for insuring that they dispose of any grease or oil waste in a safe, responsible and lawful manner. **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, its sponsors and volunteers assume no liability for loss or damages to a vendor's wares or property occurring during the festival or resulting therefrom.