



17th Annual Hot Air Balloon Festival
FOOD TRUCK SATURDAY ONLY APPLICATION FORM

Smith Park – Middletown, Ohio
Food Truck Rally - July 20, 2019

**Hours of operation for Saturday Only Food Trucks are:
Saturday July 20th 4pm to 10pm
Vendor Entrance at 805 Columbia Ave, Middletown, OH 45042**

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: _____ **\$225 per site – Food only**
 _____ **\$260 per site – Non-alcoholic beverages only**
 _____ **\$425 per site – Food & non-alcoholic beverages**

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 or trailer 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.**

**** 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 Saturday only food booth space at The Ohio Challenge 2019 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 _____
 Alternate E-Mail Address _____
 Daytime Phone # _____ Evening Phone # _____ Cell # _____

(Please provide no less than TWO **different** Phone Numbers for contact purposes)

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

Size of Trailer _____ or Truck _____

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

SATURDAY ONLY FOOD TRUCKS ARE PLACED IN AN AREA WITHOUT ELECTRICAL OR WATER ACCESS. FOOD TRUCKS OR TRAILERS MUST BE SELF SUFFICIENT FOR ELECTRICAL AND WATER NEEDS.

I represent and warrant that I have a **Current Mobile Food Service License** _____ (initial)

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 for copies of Health & Fire Department Regulations and electrical requirements

Email: mtdixon45044@gmail.com for more information.

Application Deadline: April 15, 2019

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)

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.

The Ohio Challenge SATURDAY ONLY Food Truck Vendor Rules & Regulations

1. FOOD LICENSE: All Saturday Only Food Trucks **must** have a **current mobile food service license** from their health district. **Vendor** must provide a copy of their mobile license **directly to the City of Middletown, Department of Health, in advance**. 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 21st, 2019**.
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.
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 should extend coverage inclusive of the entire event (July 19-21). Failure to provide a Certificate of Liability Insurance may delay acceptance of your application.*
4. COST: \$225 per site selling food items only on Saturday only, \$260 per site selling non-alcoholic beverages only on Saturday only, \$425 per site selling both food and non-alcoholic beverages on Saturday only. 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. SATURDAY ONLY FOOD TRUCK HOURS: 4:00pm to 10:00pm 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.** Vendors may pack up after the event closes on Saturday night or on Sunday morning, Certificate of Insurance **absolutely must** include Sunday if you do not break down fully on Saturday.
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 Saturday Only Food Truck Vendors are required to check in Saturday (July 20) at the Columbia Avenue entrance near the Water Treatment Plant (805 Columbia Ave, Middletown, OH 45042) upon arrival at the festival site. Check-in and set-up is 10:00 A.M. – 1:00 P.M. on Saturday (July 20). Trucks must be fully set up for inspection no later than 2:15pm on Saturday (July 20). **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 truck/trailer location. Once assigned, spaces will not be changed except as may be required by Event Management in their sole discretion.
7. ELECTRICITY AND WATER: Electrical hook-ups and Water hook-ups will not be available at Saturday Only Food Truck set-up locations. Vendors are **solely** responsible for providing their own electrical and water needs subject to City Health, Electrical, Parks and Fire regulations. Vendor is responsible for any damage caused by their equipment, including leaks.
8. 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. These spaces may be remote from the Food Truck set-up sites, there is no in-and-out vehicle traffic permitted on the park grounds (grassy area) during the event hours. **Additional General Area Parking Passes may be purchased in advance at a cost of \$10.00 each.**
9. SHARING GENERATORS: Vendors may make arrangements to share generators or other means of providing electricity or water to Food Truck locations. Such arrangements will solely be between the vendors and not the responsibility of event management to negotiate or enforce. Event management may share the contact information of Food Truck Vendors with other applicants interested in discussing such arrangements in advance of the event unless the applicant requests in writing that such information not be shared.
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 14th, 2019.
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! All trash and residue must be removed from the site.**

ICE WILL BE AVAILABLE FOR PURCHASE ON-SITE.