

Create Canon City Balloon Classic Vendor Application



Dates: Saturday & Sunday, May 27 & 28, 2017
Location: Holy Cross Abbey Grounds, located at 2951 E. Hwy 50, Canon City, CO
Hours: 11 am to 7 pm, Saturday & Sunday
Space Deadline: **May 10, 2017**

Vendor Name: _____
 Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____ Phone
 Number: _____ Cell Number: _____
 EmailAddress: _____
 Description of products/goods to be sold:

Registration is on a first come, first serve basis. Registrations are not considered complete until all forms have been mailed in along with full payment. Registrations are accepted at the discretion of the Create Canon City Balloon Classic vendor committee.

Balloon Launch Field Vendor:	10' x 10' space \$125 each = \$ _____
	10' x 20' space \$225 each= \$ _____
Premium Vendor Space:	10' x 10' space \$150 each = \$ _____
	10' x 20' space \$275 each= \$ _____
Food Vendor:	approximately 10' x 10' space \$175 each = \$ _____
Premium Food Vendor: (limited)	10' x 10' space \$225 each = \$ _____
Kids Zone Vendor:	\$125 each + 10% of gross \$ _____
Electricity is extremely limited and is available only on a case by case	Other \$ _____
	Total Due \$ _____ *

NO REFUNDS **Please Make Checks Payable to:** Create Canon City

To pay by credit card please call (719)275-2331. To pay by PayPal request an invoice.

I have read the Create Canon City Vendor guidelines and agree to abide by them. I agree to hold harmless Create Canon City and/or The Abbey/CV Canon Catering owners, staff and their representatives and all show participants for any claims, loss or damage, of any nature, whatsoever, arising from this agreement for vendor's use of the premises during this event on May 27-28, 2017. The Create Canon City Balloon Classic reserves the right to ask any vendor who does not comply with the stated guidelines or causes undue disruption to leave the festival event at any time without refund of fees.

My signature below affirms that Create Canon City and The Abbey/CV Canon Catering assume NO responsibility or liability of any kind for my participation in this show.

Signature: _____ Date: _____

* \$25 fee for any returned checks

Please mail Signed Form and Payment to:

Canon City Chamber of Commerce, Attn: Lisa, 403 Royal Gorge Blvd. Canon City, CO 81212

Vendor Guidelines

Create Canon City Balloon Classic

Application Deadline: Applications must be received by May 10th, 2017. There is limited space so it will be first come first served basis. **Setup/Clean-Up Rules:** Vendors will be permitted to begin setting up on Friday May 26th, from 12:00 pm to 7:00 pm. Vendors will not be permitted to begin dismantling or packing up before 9:00 pm on Sunday. Vendors are responsible for set-up, clean-up and trash removal. Trash receptacles are for visitor use.

No vehicles will be allowed to drive or park on the grass at any time, this includes during loading times as well. Parking will be available nearby your booth a parking permit to be displayed on your dash will be provided to access the designated parking area for vendors.

Hours of Operation: All booths must be open for business Saturday and Sunday, 11 am to 7 pm, you may open earlier or stay open later at your discretion. **NO** Early Pack Up Allowed.

Booths: Please note this is an outdoor event; please be prepared for all types of weather. We provide the space only; you must provide the materials that you require for your booth (canopies/shading/tables). Very Limited electricity is available, please contact us for more information. Generators may be used. You **may** use stakes to anchor your canopies on the **Balloon Launch Field ONLY**. Only weights or water jugs are allowed to hold tents in place at any other booth locations, including the Kids Zone and Premium vendor booth locations. All booth fees are final; there will be **NO REFUNDS** due to acts of nature or unforeseen situations or circumstances. Booth placement will be provided at check-in.

Booth Security: Booths must be covered and able to withstand wind and rain. Booths may be left up overnight but any merchandise should be secured and the festival is not responsible for loss or damage. Create Canon City will provide security Friday, Saturday and Sunday nights.

Food Booths: All food vendors must provide a copy of their food license and limited liability insurance with their application.

Kids Zone: The Kid Zone area vendors will be charged 10% of their gross proceeds and the \$125 vendor fee. The \$125 charge is due with the application to reserve your area. The proceeds will be paid upon check-out at the end of the event.

Sales Tax: Cañon City is a Home-Rule City, so we **MUST** collect the 3% city sales tax from all vendors, unless you give us a copy of your Canon City sales tax license for our records. If you have your own State or Special event license please also provide a copy of this license and you may pay on your own behalf or we will pay the entire amount for you. Tax forms will be

included in your check-in packet. The tax rate is 3% Canon City, 2.5% Fremont County, 2.9% State, for a total of 8.4%. Food is taxable in Canon City. A Create Canon City representative will be in a designated area at the end of the event to collect your sales tax for the weekend. Your sales tax information (signed form and payment) must be received by 7:30 pm on Sunday May 28th. Sales tax forms **need** to be filled out and returned even if you do not have sales tax due.

Other:

- **NO** pets allowed, For the safety of you, other attendees and your pets, please leave your pets at home.
- Make sure there are **NO** protrusions where people will be walking.
- **NO** RV Parking is available on Festival grounds.
- Ice will **NOT** be provided. Make your accommodations in advance for ice.
- **Water is unavailable** throughout the majority of the venue. It would be best if you brought your own water. If this is critical, please call for additional information.
- **Only contact the designated Create Canon City contact** with issues during the Festival. Contact information will be included in your check in packet.

Acceptance Notification: Vendor notifications of acceptance will be sent as soon as the completed application and all documentation and payment has been processed. You will receive additional information and booth location assignment **via email** by May 22nd.

Please note our primary method of contact and notifications will be by email.

The following documents must be mailed in by the May 10th deadline:

1. Signed and completed registration form, with payment
2. Copy of tax ID and/or event license
3. Copy of Limited Liability Insurance (Food Vendors and Kids Zone Vendors Only)
4. *If non-profit, a copy of 501-3C status

Please follow the above guidelines to have a really smooth festival. Thank you in advance for all your cooperation!

If there are any questions, please contact Lisa Hyams at 719-275-2331 or by e-mail Lisa@CanonCity.com