

**NEW YORK STATE FESTIVAL OF BALLOONS  
VENDOR INFORMATION - 2018**

**Please read and keep this sheet for your information!**

Note the following schedule: **THESE TIMES WILL BE ENFORCED**

|              | <b>Friday, August 31</b> | <b>Saturday, September 1</b> | <b>Sunday, September 2</b> |
|--------------|--------------------------|------------------------------|----------------------------|
| Registration | 7am - 2pm                | 7 am - 8 am                  |                            |
| Set up       | 7 am - 3 pm              | 7 am - 9 am                  | 7 am - 9 am                |
| Sell         | 4 pm - dusk              | 10 am - dusk                 | 10 am - dusk               |

Vendor vehicles must be removed from the field by 3 PM on Friday. Vehicles will be allowed on the field Saturday and Sunday morning until 9 AM.

**\*\*\*You may start to breakdown Sunday after the evening balloon launch. No vendor vehicles will be permitted in the selling area prior to that time. The committee reserves the right to remove violators from the mailing list.**

- If you were not a vendor with us in 2017, you must submit a clear descriptive photo of your stand/display and a complete list of products.
- Since our event is held on the airport field our insurance company considers the event to be an air show. Because of this the insurance company requires that **every vendor on the field be covered by liability insurance**. Therefore, you are required to provide proof of liability insurance in the amount of at least \$300,000 listing **Dansville Festival of Balloons and the Town of North Dansville** as "additional insured". Send this with your payment or as soon thereafter as possible. Contact your insurance agent for this information.
- We strongly suggest that vendors provide adequate staking and weights for tents to avoid wind damage to your merchandise and that of others.
- Vendors are responsible for collecting and reporting sales tax. Your tax ID certificate must be displayed prominently in your booth.
- A limited number of arts/crafts sites have electricity available. These will be assigned on a first come first serve basis, per the fee schedule on the contract.
- Food items must be packaged and intended for off-site consumption.
- Vendors will be open beginning Friday Aug 31, 2018 at 4:00 p.m. and will remain until the close of the festival on Sunday Sept 2, 2018 unless otherwise approved by NYSFOB.
- **NO PETS WILL BE ALLOWED ON THE FESTIVAL GROUNDS.**
- **NO WEAPONS OR FIREARMS ARE ALLOWED ON FESTIVAL GROUNDS.**

**Vendors:** Sites are 15' x 15'. Everything must fit within this space or you may purchase multiple sites. Tents only are permitted. Trailers will not be allowed.

Vendor camping is available. Department of Health regulations require that **Camping Units Be Self-Contained**. The camping coordinator will assign your camping space upon arrival.

For your convenience, a map and local accommodations are provided on the back.

**Vendors:** must submit completed forms, payment, and proof of liability insurance as follows:

|                     |                                      |              |
|---------------------|--------------------------------------|--------------|
| <b>Arts/ Crafts</b> | <b>Postmarked by June 30, 2018</b>   | <b>\$100</b> |
| <b>Arts/ Crafts</b> | <b>Postmarked after July 1, 2018</b> | <b>\$150</b> |
| <b>Commercial</b>   | <b>Postmarked by June 30, 2018</b>   | <b>\$150</b> |
| <b>Commercial</b>   | <b>Postmarked after July 1, 2018</b> | <b>\$200</b> |

**There is a \$35.00 fee for all returned checks.  
No refunds will be made after August 1.**

**Mail completed forms, proof of liability insurance showing the Dansville Festival of Balloons and the Town of North Dansville as additional insured, and payment to:**

NYSFOB Arts & Crafts  
Box 427  
Dansville NY 14437

Visit our web site at [www.nysfob.com](http://www.nysfob.com) for up to date information.



at Dansville Festival of Balloons LTD

# New York State Festival of Balloons

August 31-September 2, 2018

## Vendor Contract

The undersigned hereby agrees to lease space at the 36th annual New York State Festival of Balloons. Alcoholic beverages, **pets**, weapons, firearms, unsafe articles, or articles that would offend the moral majority **are prohibited** from the premises. Rulings on questionable articles from the Board of Directors are final. You, as a vendor, agree to hold neither Dansville Festival of Balloons, Village of Dansville, Town of North Dansville, Finger Lakes Soaring Club, Sterling Aviation, Inc., or Festival Staff and/or volunteers responsible for any damage or loss occurring to person or property during the period of this contract.

I hereby agree to lease space for the purpose of selling the following: (Arts/Crafts Vendors & Commercial Vendors: Provide a general description of your merchandise/display). **Be sure to read the attached information sheet for additional details.**

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ # of people working at your site \_\_\_\_\_

| <u>Arts &amp; Crafts</u> (Hand Made)   | <u>Qty</u> | <u>Price</u>  | <u>Total</u> |
|--|------------|---------------|--------------|
| per site 15 ft X 15 ft .   |            |               |              |
| <b>Postmarked by June 30:</b> \$100.00   | ___X       | _____         | _____        |
| <b>Postmarked after July 1:</b> \$150.00   |            |               |              |
| <b><u>Commercial Vendor</u></b>  |            |               |              |
| per site 15 ft X 15 ft   |            |               |              |
| <b>Postmarked by June 30:</b> \$150.00   | ___X       | _____         | _____        |
| <b>Postmarked after July 1:</b> \$200.00   |            |               |              |
| Electric/Arts&Crafts-20 amp, 1 duplex  | ___X       | <u>30.00=</u> | _____        |
| <b><u>Camping</u></b>  |            |               |              |
| ___ Vendor Camping**/per night/ <u>2 night minimum</u>   | ___X       | <u>15.00=</u> | _____        |
| <b>TOTAL DUE *** . . . . .</b>   |            |               | _____        |
| <p><i>\$35.00 Return Check Fee                      NO Refunds after August 1</i></p> <p>Vendors will be open beginning Friday Aug 31, 2018 at 4:00 p.m. and will remain until the close of the festival on Sunday Sept 2, 2018 unless otherwise approved by NYSFOB.</p> |            |               |              |

Method of payment: \_\_\_ Check \_\_\_ Money Order \_\_\_ PayPal (complete information below)

**Make all checks payable to: Dansville Festival of Balloons**

If you have a special request (IE: same location as last year), please note it on your application. We will make every effort to comply with your request.

**Enclose completed form, proof of liability insurance in the amount of at least \$300,000 with Dansville Festival of Balloons and the Town of North Dansville listed as Additional Insured, and payment.**

**Mail to: NYSFOB Arts & Crafts, PO Box 427, Dansville, NY 14437**

Your Name (print clearly) \_\_\_\_\_ Phone \_\_\_\_\_

Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ Fax # \_\_\_\_\_

City, St, Zip \_\_\_\_\_ Email \_\_\_\_\_

**CREDIT CARD INFORMATION:** This year we are using Paypal to process credit card payments. Enter your Email address clearly below. You will receive an Invoice Email at that address. It will include instructions about entering your credit card information on that Email.

Email for credit card Invoice: \_\_\_\_\_

- Each vendor's entire display **must fit within a 15 X 15 foot space.**
- Vendor Camping must be in self contained units. Your camping sites will be assigned at camping registration.
- All vendors using electric must bring 200 feet of electric cord.

Office use only  
 Amount received \_\_\_\_\_ Date received \_\_\_\_\_ Check/MO/CC \_\_\_\_\_ mah/lw \_\_\_\_\_

