



# BALLOONS OVER ANGEL FIRE

June 15-17, 2018  
 Angel Fire, New Mexico

## VENDOR APPLICATION

Name of Business/Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_\_) \_\_\_\_\_

New Mexico CRS # \_\_\_\_\_ 501(c)(3) # \_\_\_\_\_

Email Address \_\_\_\_\_

(ALL SPACES WILL BE ASSIGNED ON A FIRST COME AND FULLY PAID BASIS)

### BOOTH SPACES FEES = 10'X10' SPACE

(ALL BOOTH SPACES ARE LOCATED IN A TENTED AREA)

	# of Spaces	X	Fee	=	Amount
Info Only-No Sales	_____	X	\$100.00	=	_____
Retail Sales	_____	X	\$140.00	=	_____
<b>TOTAL ENCLOSED</b>					_____

If you purchase more than one space, do you want your spaces together? \_\_\_ Yes \_\_\_ No

Please list all items sold below. Vendors will not be allowed to sell items that are not listed below. We will do our best to keep vendors with similar items in various locations. (attach additional pages if necessary)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Make checks payable and mail check and application to

Village of Angel Fire

PO Box 610, Angel Fire, NM 87710

(notate on check: "Balloons Over Angel Fire Vendor")



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**Angel Fire, New Mexico**

## **Vendor Rules and Regulations**

**PLEASE READ VENDOR RULES AND REGULATIONS BEFORE SUBMITTING YOUR APPLICATION. WE RESERVE THE RIGHT TO DENY VENDORS, LIMIT NUMBER OF SPACES SOLD TO VENDORS AND LIMIT THE NUMBER AND TYPES OF VENDORS. NO PERSON HAS THE AUTHORITY TO VARY OR CHANGE ANY RULES UNLESS IT IS IN WRITING, AGREED TO BY THE VILLAGE OF ANGEL FIRE BALLOONS OVER ANGEL FIRE FESTIVAL COMMITTEE, AND ATTACHED TO THE VENDOR'S APPLICATION ON FILE WITH THE VILLAGE OF ANGEL FIRE. PLEASE KEEP RULES AND REGULATIONS ON FILE SO YOU CAN REFER BACK TO THEM WHEN NEEDED.**

### **LOCATION**

The location of the Balloons Over Angel Fire Launch Field is on NM Hwy. 434 (Mountain View Blvd.) at the Angel Fire Airport. Approximately two miles north of downtown Angel Fire.

### **OPERATING HOURS**

Vendors must be ready and open for business beginning at 7:00 AM each morning of the balloon launches. (June 15, 16 & 17, 2018) The Balloon Launch Field will close at 11:00 AM each day. Vendors are required to operate between the hours of 7:00 AM and 11:00 AM each day of Balloons Over Angel Fire. The Launch Field will be open at 6:00 AM each morning.

Vendors may elect to open their booth space during the evening Balloon Glow. There is no electric lighting for this event, so this is not a required time of operation for any vendor.

### **DEADLINE**

APPLICATION DEADLINE IS FRIDAY, JUNE 1, 2018. NO EXCEPTIONS.

### **CANCELLATIONS**

THERE ARE NO REFUNDS FOR CANCELLATIONS. NO EXCEPTIONS.

### **CHECK IN**

All vendors MUST check in at the Vendor tent area no later than 7:00 AM on Friday, June 15, 2018 to receive their booth space assignments. Festival staff will direct them to their correct location and oversee set-up. Vendors not arriving by 7:00 AM will be considered "no-show" and in the best interest of the Festival, their space will be reassigned. There will be no refunds given.

### **BOOTH SPACES/SETUP/TEARDOWN**

Booth spaces inside the tented area are 10'x10' spaces. Booth space assignments will be made on a first received, first paid basis, according to the date of the completed application, payment received and acceptance by the Festival. Set up can begin on Friday morning at 6:00 AM. All booths must be set up and in operation no later than 8:00 AM on Friday morning. All booths spaces will have at least one open wall area to the elements.

All vendors and all related individuals must stay inside their booth area. Business cannot be conducted or solicited outside the assigned booth area. Absolutely no hawking, peddling or advertising is allowed outside of booth or by walking about the Festival grounds. Violators will not be considered in the future.

### **VENDOR MERCHANDISE**

You must list all items to be sold on the vendor application form; only those items listed will be allowed to be sold. No weapons of any kind can be sold at this event which includes but not limited to knives, swords, guns, etc. We reserve the right to remove those items or remove the vendor from the event without notice.

All extra product and supplies stored in the booth shall be covered or screened from view. There will be no storage outside of the 10'x10' booth space.

### **AMPLIFIED SOUND**

Vendors and all related individuals shall not use any sound amplification equipment of any type including but not limited to loud speakers, bullhorns, megaphones, microphones, PA systems, and amplifiers. Vendors shall not use a radio or place music from their assigned space or anywhere else on Festival grounds unless otherwise permitted by Festival, in writing, prior to the opening of the Festival.

### **ELECTRICITY**

Vendors will not have access to electricity in the tented booth spaces. Free-Standing Retail and Food vendors may use a small self-contained generator in their booth area, if needed. Any electrical generators used must meet Federal exhaust requirements.

### **TRASH/CLEANING**

All vendors are responsible for keeping their booths clean and free of trash and debris. Vendors are advised to keep a small trash can or bag available in their booth space. A public dumpster will be provided for the Festival on the grounds.

### **VEHICLES**

Vendors will park in the public parking area for the duration of the Festival. There is no parking in the vending areas. Vendor vehicles restocking their booth must be cleared of the vendor booth area no later than 7:00 AM each morning of the Festival.

### **WEATHER**

Because of the nature of this hot-air ballooning event, there may be some mornings that balloons are prohibited from launching. The vendor area will remain open regardless of weather conditions, unless conditions are deemed unacceptable by Festival staff. There are no refunds for weather or otherwise. Vendors must be prepared for wind and rain.

### **SECURITY**

Vendors are responsible for their own booths, supplies and equipment for the duration of the Festival. The Village of Angel Fire Police Department is available at all times of the event.

### **INDEMNITY**

All vendors are responsible for costs of all labor, materials, equipment, supplies and any other items necessary for the performance of their participation in this Festival. The Festival, Village of Angel Fire and Angel Fire Resort will not be held liable for any debt, tax or assessment accrued by any vendor in the operation of their booth or participation. Vendors are responsible for their own liability insurance coverage. The Village of Angel Fire and Angel Fire Resort should be listed along with the liability certificate holder as additionally insured.

### **ALCOHOLIC BEVERAGES**

NO Alcoholic beverages of any kind may be sold or given away by a vendor.

### **ANIMALS**

Animals are discouraged on Festival grounds. Animals typically are not tolerant of the hot-air balloons and may be difficult to control. If you have any animal on the grounds, the animal must remain on a leash and under your control throughout the event.