February 11, 2019

OUR FOOD VENDOR ROW IS COMPLETELY FULL FOR 2019!

YOU ARE WELCOME TO STILL COMPLETE THE APPLICATION AND PRODUCT LIST AND RETURN IT TO barb@bcballoons.com.

WE WILL KEEP YOUR INFORMATION IN THE FILE AND SHOULD A SPACE OPEN AND WE FEEL YOU WOULD BE A GREAT FIT, WE WILL CONTACT YOU!

THANK YOU MUCH FOR YOUR INTEREST IN THE BATTLE CREEK FIELD OF FLIGHT AIR SHOW AND BALLOON FESTIVAL!
January 18, 2019

TO: POTENTIAL FOOD VENDORS

FROM: Barbara A. Haluszka, Executive Director

Here we go! It is time to get ready for the 2019 Battle Creek Field of Flight Air Show and Balloon Festival JULY 3 THROUGH JULY 7 and it is surely to be one fantastic event!

Please take a minute and review the Tentative Schedule of Events as I’m sure you will agree that we have a great deal happening. We have Community Kick off with $5 Parking and “Free” Admission; up to 50 Hot-Air Balloons; Motorcycle Stunt Team; Great Lakes Timber Show; Skerbeck Carnival; Battle Creek ½ Marathon & 5K races; BC SpeedFest with ½ Mile Head to Head racing; great bands on stage; two huge Fireworks Displays; two Balloon Illumes; Night Air Show and.....Four (4) solid days for Air Show magic featuring the US Air Force F-22 Raptor Demo Team; five (5) hours plus of amazing civilian performers and there is still more to come!

As in the past, we give first right of refusal to our Food Vendors that have been with us for several years. February 15, 2019, is the deadline for their submission for participation. After 12 midnight on February 15, 2019, should we have any openings, we will extend an invitation to those food vendors that we feel could fill the appropriate need we have. Therefore, if you are interested in becoming a Food Vendor, please submit the Application, your menu and pictures. DO NOT send any money at this time.

Please be sure to read all the information in the Vendor Fact Sheet. Be sure to also review the 2019 Tentative Perferred Food Vendors list of products. Your chances of being chosen to participate, should we have availability, are if you have product that is different than what you see on the product list. The product list is brief and does not list every item, from every vendor.

Thank you so much for your interest and if you have any questions, please feel free to call the office at 269-962-0592 or email barb@bcballoons.com!

Best wishes for a successful 2019!

/bah
2019 BATTLE CREEK FIELD OF FLIGHT AIR SHOW & BALLOON FESTIVAL

FOOD VENDOR APPLICATION * BOOTH # _____ (if applying for more than one space, complete a separate application for each and number it accordingly)

Applicant Name: ____________________________________________________________

Name of Booth & Main Product: _____________________________________________

Mailing Address: __________________________________________________________________________________________

Day Phone: __________________________ Cell Phone: ____________________________ EMAIL: ________________________________

PLEASE ATTACH A COMPLETE PRINTED MENU AS PART OF YOUR APPLICATION OR COMPLETE THE ENCLOSED VENDOR PRODUCT LIST AND RETURN IT WITH YOUR APPLICATION

10' x 20' $450 15' x 20' $495 20' x 20' $580 25' x 20' $720 30' x 20' $820 40' x 20' $1,130

BOOTH CUSTODIAL FEES & EATING AREA SIZES

BOOTH SIZE YOU ARE REQUESTING: FRONTAGE _____ (FT) X DEPTH 20' (FT)

ACTUAL SIZE OF YOUR BOOTH: FRONTAGE _____ (FT) X DEPTH 20' (FT)

EATING AREA SIZE: FRONTAGE _____ (FT) X DEPTH 20' (FT)

Total Booth Custodial Fee $ ___________ 100% Due w/Contract – Amount Enclosed $ ___________

MAKE CHECK(S) PAYABLE & REMIT TO: Battle Creek Hot-Air Balloon Championships, Inc.
3140 5th Avenue, BATTLE CREEK, MI 49037

ELECTRICAL & WATER – (Vendors will be invoiced for these fees at a later date)

ALL power will come from GENERATORS WHICH WILL BE FED THROUGH OUR PANELS!

I will need _____ 110's __; __; __; __ amperage for each (30 AMPS max per 110)

I will need _____ 220's __; __; __; __ amperage for each (50 AMPS max per 220)

___ I am self-contained  ~ ____ I can be hard-wired  ~ ____ I have _______ feet of cord

___ I will need one (1) water hook-up AND have _______ feet of hose for hook-up.

___ I would like to rent my own Blue Barrel (250 Gals) for $85.00 (pumping extra per day).

___ I would like to share a Blue Barrel with another vendor for $42.50 each.

In signing the application, I, the undersigned, fully understand and agree to all of the terms outlined in the Fact Sheet and Application Rules. Furthermore, I understand that any violations could cause immediate forfeiture of space, custodial & maintenance fees paid and removal from event grounds and exclusion from future events. It is further understood that Battle Creek Hot-Air Balloon Championships, Inc., (organizers of the Battle Creek Field of Flight Air Show and Balloon Festival) shall obtain a liquor license and shall receive all profits from the sale of alcoholic beverages and that the licensee will purchase all alcoholic beverage from an authorized source; that the licensee maintains control and responsibility for the actions of all persons or employees operating the concession/vendor business as they relate to the Liquor Control Act and Rules or violations of the Act and Rules; and that the licensee retains control over all portions of the licensed premises.

Signature of Applicant: ___________________________________________ Date: ______________

Print Name of Applicant: ___________________________________________ Date: ______________

_________________________ Date: __________________

Barbara A. Haluszka, Executive Director
### Main Menu - Food Items

___BBQ Chicken/Rib (Baskets/Dinners)  
___BBQ Chicken Sandwiches  
___BBQ Pork Sandwiches  
___Beef Wraps  
___Brats  
___Burgers  
___Cheese Fries  
___Chicken Sandwiches  
___Chicken Tenders  
___Chicken Wings  
___Chicken Wraps  
___Chicken Fried  
___Chili Cheese Fries  
___Chili Dogs  
___Corn Dogs  
___Corn on The Cobb  
___Deli Sandwiches  
___Deep Fried Veggies  
___Fish (Basket/Sandwiches)  
___French Fries  
___Fried Donuts  
___Italian/Polish Sausage Dogs  
___Kabobs  
___Nachos  
___Nacho Supreme  
___Pasta (Hot)  
___Philly Steak Sandwiches  
___Pizza  
___Pretzels  
___Roasted Nuts  
___Saratoga Chips  
___Salads  
___Sweet Potato Fries  
___Turkey Legs

### Sweet Treats - Food Items

___Apple Dumplings  
___Candy Apples  
___Caramel Apples  
___Caramel Corn  
___Cotton Candy  
___Elephant Ears  
___Floats  
___Funnel Cakes  
___Funnel Fries  
___Ice Cream Cone  
___Ice Cream Sandwiches  
___Ice Cream Sundae  
___Ice Cream Sundae  
___Popcorn  
___Slushies  
___Smoothies  
___Snow Cones  
___Soft/Hard Serve Ice Cream  
___Strawberry Shortcake  
___Hot Dogs

### Other items:

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### Beverages:

___Bag-In-A-Box  
___Bottle or Can of Pop  
___Bottle Water  
___Cappuccino/Coffee  
___Energy Drinks  
___Fresh Squeezed Lemonade  
___Ice Tea  
___Lemonade  
___Iced Tea  
___Old Fashioned Sodas

### Other items:

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**NOTE:** 10 Cases of Water to be purchased from BC Field of Flight Inventory Committee
2019 BATTLE CREEK FIELD OF FLIGHT AIR SHOW AND BALLOON FESTIVAL
PREFERRED LIST OF FOOD VENDORS & MENUS

*The Best Around* – Featuring Philly Steak, Chicken on Stick, Hot Dogs, Corn Dogs, Philly Chicken, Fries, Nachos, Hamburgers, Saratoga Chips, Sausage Sandwich, Chicken Strips, Beverages.

*Gabby’s Famous BBQ* – Featuring BBQ Chicken, Ribs, Chicken Sandwiches, BBQ Pork Sandwiches, Burgers, Corn Dogs, Fries, Hot Dogs, Kabobs, Philly Steak, Salads, Turkey Legs, Rice, Beans, Beverages.

*The Best Around* – Featuring Gyros, Fries, Corn Dogs, Saratoga Chips and Beverages.

*Beach Concessions* – Featuring Candy Apples, Carmel Apples, Carmel Corn, Cotton Candy, Popcorn, Sno Cones, Beverages.

*The Best Around* – Featuring Philly Steak, Chicken on Stick, Hot Dogs, Corn Dogs, Philly Chicken, Fries, Nachos, Hamburgers, Saratoga Chips, Sausage Sandwich, Chicken Strips, Beverages.

*Schlotzsky’s* – Featuring Chicken Wraps, Deli Sandwiches, Chips, Beverages.

*Ibison Concessions* – Featuring Cheese Fries, Chili Cheese Fries, Corn Dogs, French Fries, Pretzels, Elephant Ears, Floats, Funnel Cakes, Ice Cream, Strawberry Shortcake, Shakes, Beverages.


*The Best Around* – Featuring Lemon Shake Ups, Beverages.

*Gabby’s Kitchen* – Featuring Chicken Tenders, Wings, Corn Dogs, Fries, Curly Fries, Beverages.


*Fire Kissed Pizza* – Featuring awesome homemade pizzas with a variety of toppings, Beverages.


*Ibison Concessions* – Featuring Cheese Fries, Chili Cheese Fries, Corn Dogs, French Fries, Pretzels, Elephant Ears, Floats, Funnel Cakes, Ice Cream, Strawberry Shortcake, Shakes, Beverages.

*Red Chili Pepper Café* – Featuring Burritos Nachos, Tostadas, Taco Salad, Fajitas, Deep Fried Cheese Cake, Beverages.

*B & S Concessions* – Featuring Mini Donuts on a stick, Deep Fried Candy Bars, Cookies, Fudge Puppies, Beverages.

*B & S Concessions* – Featuring Butterfly Fries, Chicken on a Stick, Fish & Chip Basket, Deep Fried Pickles, Blooming Onions, Beverages.

*The Best Around* – Featuring Philly Steak, Chicken on Stick, Hot Dogs, Corn Dogs, Philly Chicken, Fries, Nachos, Hamburgers, Saratoga Chips, Sausage Sandwich, Chicken Strips, Beverages.

**2019: Capital Catering** will be our Catering Company for the VIP Tent and may have a booth. Product is TBD.
BATTLE CREEK FIELD OF FLIGHT AIR SHOW & BALLOON FESTIVAL
W.K. KELLOGG AIRPORT ~ JULY 3 THROUGH JULY 7, 2013

FACT SHEET & APPLICATION RULES
FOR
FOOD * NOVELTY * FLEA MARKET * ARTS & CRAFTS * COMMERCIAL/SPECIALTY BOOTH VENDORS

THE APPLICATION/AGREEMENT UNDER THE SUPERVISION AND ENFORCEMENT OF BATTLE CREEK HOT-AIR BALLOON CHAMPIONSHIP’S INC. HEREAFTER REFERRED TO AS “BALLOON CORPORATION”.

Priority for space will be reviewed on previous participation, date of receipt, and type of product. Balloon Corporation has the right to approve or disapprove any items a Vendor may wish to sell, dispense, promote, give away, etc. Balloon Corporation will limit the number of concessions selling the same product/item and limit the number of spaces per vendor. The Vendor Application for Agreement must be completely filled out and must accompany 100% of the booth custodial fee in order to be considered as a Vendor.

In signing the application, Vendors agree to all of the terms outlined and fully understand that violation of any portion of this Fact Sheet and Application Rules could cause immediate forfeiture of space, custodial fees and removal from event grounds and exclusion from future events.

FILLING OUT APPLICATION/AGREEMENT
You must complete each section and remit all required items, i.e. photo (new vendors only) and 100% of the custodial fee. Initially, the Vendor Application for Agreement is simply an “application”. Once you have been accepted, it becomes the binding Agreement. If you have any questions about completing this application, please contact the Balloon Championship Office at (269) 962-0592, for assistance.

INSURANCE
ALL Novelty, Food, and Specialty Booths are required to furnish a certificate of insurance in the minimum amount of $300,000.00 covering all liability for operation of his/her booth.

The certificate must name Battle Creek Hot-Air Balloon Championship’s, Inc., and the City of Battle Creek as additional insured’s. You may have this certificate faxed to us at (269) 962-8687. Be sure that the name you are submitting on the application is the same name that appears on the certificate.

This certificate must be provided to us prior to or on the day you plan to set-up. Vendors will not be permitted to set-up without proper insurance papers, which could cause forfeiture of space and all custodial fees paid. The dates on this certificate must begin on the day you plan to set-up and conclude on the day you depart.

Arts & Crafts and Flea Market Vendors are not required to have insurance. Vendors are responsible for any loss of items, damage, theft, etc. Also, any person injured at your booth or display will be your responsibility. Thus, you agree to hold harmless Battle Creek Hot-Air Balloon Championships Inc. and the City of Battle Creek, Michigan from all claims that may arise from loss of product or revenue, and you assume all responsibility should injury occur to a spectator or worker as a result of your said display or booth.

DESCRIPTION OF VENDORS (All Vendors must be operable for the duration of the event. Applications will be accepted through June 10)
NOVELTY ITEMS AND GIFTS - Can be homemade items, pins, patches, sunglasses, mugs, models, calendars, placemats, wearable’s, etc.
NO WATER HOOK-UPS OR POWER AVAILABLE.

FOOD VENDORS - Must be a self-contained trailer or booth! Chicken, gyros, cotton candy, hamburgers, hot-dogs, elephant ears, etc.
WATER HOOK-UPS & POWER AVAILABLE.

SPECIALTY BOOTHS/COMMERCIAL DISPLAYS – Include, but are not limited to: charge cards, spas, balloon dealers, sponsors, vacuum sweater sales, etc. NO WATER HOOK-UPS AVAILABLE; LIMITED POWER ON A FIRST COME, FIRST SERVED, BASIS.

ARTS & CRAFTS and FLEA MARKET – HOMEMADE, HAND DECORATED, ANTIQUES, ETC! NO WATER HOOK-UPS OR POWER AVAILABLE.

PLEASE NOTE: ONLY ONE DISPLAY OR VENDOR PER SITE REGARDLESS OF SIZE; HEALTH DEPARTMENT PERMITS ARE MANDATORY FOR anyone selling food products; no overnight camping on the event grounds and NO PETS ALLOWED!

BEVERAGE TENTS - Balloon Corporation (Battle Creek Hot-Air Balloon Championships, Inc.) shall be the only party allowed to sell alcoholic beverages in cooperation with the Michigan Liquor Control Commission. In signing the application, you, fully understand and agree to all of the terms outlined in this Fact Sheet and Application Rules. Furthermore, you understand that any violations could cause immediate forfeiture of space, custodial & maintenance fees paid and removal from the event grounds and exclusion from future events. It is further understood that Battle Creek Hot-Air Balloon Championships, Inc., (organizers of the Battle Creek Field of Flight Air Show and Balloon Championships) shall obtain a liquor license and shall receive all profits from the sale of alcoholic beverages and that the licensee will purchase all alcoholic beverages from an authorized source; that the licensee maintains control and responsibility for the actions of all persons or employees operating the concession/vendor business as they relate to the Liquor Control Act and Rules or violations of the Act and Rules; and that the licensee retains control over all portions of the licensed premises.
OFFICIAL SUPPLIERS & RESTRICTED ITEMS

There are certain items that are "restricted" and cannot be sold or given away by anyone, unless prior written approval is given by Balloon Corporation. Such items could include, but are not limited to soft drinks, water, food supplier, glow in the dark objects, helium-filled objects, sunglasses and alcoholic beverages. PLEASE NOTE: Absolutely NO helium or air filled balloons/objects are permitted and absolutely NO Drones are permitted to be flown on the Airport grounds!

Items cannot contain the wording “Battle Creek Hot-Air Balloon Championship’s and Air Show” or “Battle Creek Field of Flight Air Show & Balloon Festival” or any other such wording, which pertains to the official name or official logos of Balloon Corporation. Specialty Booths wishing to give away t-shirts or wearables must have the written permission from Balloon Corporation.

Should we have an Official Soft Drink Sponsor or Water Sponsor vendors will be required to purchase a minimum amount of product. If you have any questions, please contact the Balloon Office. Should we have an Official Supplier for the event, you could also be required to purchase various food or paper products from them. Please understand, we will not expect you to purchase product from an Official Supplier if they do not handle the specific brand you need or if their pricing is higher. At this time, there is no Official Suppliers.

BOTTLED WATER

All Vendors selling water and any Vendor Selling FOOD will be required to purchase a minimum of 10 Cases of Water from the Battle Creek Field of Flight Inventory Distribution Committee. We will sell the water to you at a fair market value.

ICE

We will have a reefer filled with ice and we will make daily deliveries to Vendors; at which time Vendors will be required to pay cash or have a money order. We will carry 22lb bags of ice which will be sold individually. The estimated price on the 22lb bags will range from $5.00-$6.00. However, please realize that Balloon Corporation will have exclusives on the event grounds. ALL VENDORS must purchase all their ice on site; which means you cannot bring in ice from an outside source.

SET-UP OF VENDORS

We will send you an “acceptance packet” and provide you with a “set-up” request form. You will be permitted to indicate which day you would like to set-up, based on the following tentative schedule:

- Monday, July 1: 9 AM – 3 PM – FOOD
- Tuesday, July 2: 9 AM – 3 PM – ALL VENDORS
- Wednesday, July 3: 9 AM – 3 PM – ALL VENDORS (Event Grounds open at 5 PM)

Food Vendors will be permitted to have a Storage Trailer located behind their Booth. No other Vendor will be permitted to have a storage trailer parked behind their booth unless prior permission is granted. Trailers are permitted if it is actually your “booth” (versus most vendors using a tent) and you must indicate such on the Application.

ELECTRICAL, WATER, GREY BARRELS

Our event is completely run on GENERATORS! Therefore, Balloon Corporation will make all arrangements for ALL FOOD Vendors Generators and will charge each vendor accordingly for the use of the Generator and Fuel for the Generator. No Vendor is permitted to bring their own Generator and Generators will only be available for the FOOD VENDORS. If you have any questions, please call the Balloon Office, SOME EXCEPTIONS COULD APPLY!

FOR LIGHTS IN THE EVENING – We will provide some light carts and we strongly urge All Vendors (except Food) to use solar yard lights around their booth. They are very inexpensive and do produce a great deal of light.

LIMITED water hookups will be available (one per food booth) but this water is not to be used as drinking water. Vendors are responsible for providing a UL approved check valve in order to connect into our water lines. Again, indicate your needs on the Application. Water hook ups are for Food Vendors only; some exceptions may apply.

TEAR DOWN

Tear down for all Vendors will be Sunday, July 7 at the conclusion of the activities around 9 PM. Tear down will continue on Monday July 8, from 9:00 a.m. until 12 noon. ALL VENDORS MUST COMPLETELY CLEAN THEIR AREA AND DISPOSE OF ALL GARBAGE! ALL GARBAGE MUST BE PUT IN A DUMPSTER! REMINDER: ALL GENERATORS PROVIDED BY BALLOON CORPORATION WILL BE SHUT DOWN AND DISCONNECTED ON SUNDAY, JULY 7 NO LATER than 2:00 AM.

Vendors further agree to check out with the Concessions Committee or Balloon Corporations designated person before leaving the grounds at the conclusion of the event to ensure that their area is completely cleaned and all garbage properly disposed. Any Vendor found not abiding by the terms and conditions set forth in this agreement will be in violation of this agreement, which could result in immediate exclusion from future events. NO ONE WILL BE PERMITTED to leave the grounds until ALL spectators have cleared the field and the VIP/Committee Parking lots located at the South End of the Field at Gate 6 have cleared.
All Vendors are required to completely clean their area upon departure. Absolutely no vehicles are permitted on the grounds for tear down until authorization is given by the committee designee.

SALES TAX
All Vendors are required to pay to the State of Michigan 6% of their sales. It is your responsibility to make sure payment to the State of Michigan.

GROSS SALES
ALL FOOD VENDORS shall pay a 10% maintenance fee on all Gross Sales to Balloon Corporation. Balloon Corporation will provide an accounting form for each Vendor to complete. The Concessions Committee or its designee will collect forms and maintenance fee owed on a daily basis. **PAYMENT MUST BE CASH AND RECEIPTS WILL BE PROVIDED! THIS RULE COULD ALSO APPLY TO NON-FOOD VENDORS.**

FOOD PERMITS
Food permits must be obtained from the Calhoun County Health Department, 190 East Michigan Avenue, Battle Creek, MI 49014. Shanay Settles is your POC and can be reached at (269)969-6475 and the fax number is 269-969-6490. The Health Department will receive a complete list of all accepted vendors and will be inspecting all Food Booths prior to the event opening. ALL HEALTH PERMITS/TEMPORARY FOOD SERVICE APPLICATIONS Can Be Obtained by Following These Steps: GO TO www.calhouncountymi.gov/government/health_department

You will “click” on Environmental Health which is under the Health Department list on the left side of your screen; next “click” on Food Protection Program. You will see at the bottom of the list, in the middle section, Temporary Food Permit Issuance and Inspections “click” on this. Now you have the Temporary Food Service Application and the Food Operations Checklist. All PERMITS must be paid for prior to SET UP on the Event Grounds. The Health Department staff is not allowed to take cash payments or payments in the field, therefore, you either need to pay in advance at the Health Department or go to the Health Department upon arrival. Once you have been approved, we strongly urge you to handle this in advance as the fee will only be $104.00 (profit entities) and $100.00 (non profit entities). This fee could increase if the application has to be rushed.

VEHICLE PASSES
Vendors can receive parking permits for a maximum of two (2) vehicles. These permits will allow the parking of ONE STORAGE VEHICLE and ONE TRANSPORT VEHICLE or TWO TRANSPORT VEHICLES. For food vendors, these vehicles should be parked directly behind your space assignment or an area that we designate. These passes must be visible in the vehicles at all times! Novelty, Arts & Crafts, Flea Market and Specialty/Commercial Vendors will not be permitted to park at their booth location; at this time a designated area will be provided.

Vendors will be allowed to purchase a week-long permit for $20.00 for vehicles outside the festival grounds, or you may choose to pay $5.00 per day, per car. Additional, free parking passes may be granted upon request. **Absolutely NO OVERNIGHT CAMPING on the Event Grounds, in storage units, vehicles, etc. Visit our website for RV Camping information.**

WORKER PASSES
Vendors will receive at least two (2) "Official" Vendor Badges. These badges are to be worn by you and one of your top workers at all times. These are non-transferable. There will be a maximum number of free admission passes for your workers. The Concessions Committee and Event Organizers will evaluate each request. Additional passes can be purchased.

PLEASE NOTE: EVERYONE IN THE VEHICLE (Entering the Field) WILL BE CHARGED IF THEY DO NOT HAVE A WRISTBAND OR BADGE for each day!

VENDORS DEBRIS DISPOSAL/PUMPING OF HOLDING TANKS
Vendors will be assessed a $100.00 “clean up fee” per day, IF, THEIR AREA IS NOT KEPT CLEAN as determined by the Concession’s Committee. Absolutely nothing is to be left behind on departure, i.e., grease, bricks, boxes, ashes, etc.

Vendors are not to use or move the trash barrels or dumpsters located in front of their booths or said area for the disposing of any product! Disposing of grease, fat or any other type of liquid is not to be dumped in any of the refuse containers. Vendors are responsible to have their own disposable containers.

Dumpsters and “yard waste containers” will be strategically placed and you will be assigned a specific dumpster for all food products and basic garbage. **All cardboard boxes and large paper products are to be broken down and disposed of in a designated area provided by Balloon Corporation; do not set any product outside the units or dumpsters.** Should you have a large quantity of boxes, please contact someone from the Concessions Committee or the Launch Site Committee and they’ll transport your boxes to the designated area.

We will make arrangements to have someone pump your holding tanks and grey water. We will also make arrangements for you to rent “BLUE BARELLS” and to have them pumped. They hold approximately 250 gallons of grey water and can be shared. More information will follow upon acceptance.

PRODUCT SALES, ADVERTISING AND GIVEAWAYS
A complete description of product sales, register to win, food sales, etc., must be explained on your application. This is to avoid conflicts and to keep everything fair. **All solicitations must remain inside your own display tent or booth area including advertising signs, unless prior written consent has been given by Balloon Corporation.**
EATING AREAS
There are no tables or chairs available for spectators to utilize. In the past, some Vendors have brought in their own “eating areas”. This is permissible, however, there will be a charge and the eating areas will be located directly next to or across from your booth. You must indicate on your agreement if you would like to bring an eating area and the size you plan to have. It is your responsibility to keep this area clean. Eating areas are calculated according to the custodial rates outlined for Food Vendors.

HOURS OF OPERATION
Hours of operation will fluctuate depending on each day’s schedule. We will provide you with the final hours of operation prior to the actual event. Vendors will have time to clean their booth after the conclusion of the last scheduled event; approximately ONE (1) hour. The On-Field Security Committee or Concession’s Committee will give you a final warning for vacating the grounds each evening. The tentative hours of operation will coincide with the Tentative Schedule of Events!

IDENTIFICATION OF BOOTHS
All Vendors, as determined by Balloon Corporation, could be required to attach a large booth number to the front and back of their booth. These numbers will be pre-assigned and provided by Balloon Corporation.

GOLF CARTS AND/OR MOPEDS
Golf carts, mopeds, bicycles, 4-Wheelers, 3-Wheelers, Gators or any type of motorized vehicles are not permitted without advance permission! You must have an insurance certificate in the amount of $200,000.00 for liability with Battle Creek Hot-Air Balloon Championships Inc. and the City of Battle Creek as additional insured’s. You must receive this permission prior to set-up for such vehicles and abide by the rules set forth by the organization. Any vendor found not in compliance could result in forfeiture of their space and all custodial and maintenance fees paid. These vehicles are not permitted on the Launch Field, in front of Food Concessions (must use the back perimeter road), or to conduct a site survey of the area. If permission is granted, you will be given a special sticker for your vehicle with restrictions.

DEADLINE FOR APPLICATIONS
All “preferred Food Vendors” or those that have participated for the last several years will have first rights for acceptance; if their application is received on or before February 15, 2019, and accompanied with 100% of their custodial fee – There will be NO EXCEPTIONS! All new Food Vendors interested in being on our waiting list may submit the Application, a picture of booth and Menu. Should we have an opening, we will contact you.

Because we limit the number of duplicate booths and will be limiting the total number booths for “All other Vendor Categories”, we will be evaluating all applications as we receive them. Confirmation will be given on a weekly basis. You must submit 100% of your “custodial fee” with your application in order to be considered. Checks need to be made payable to: B.C.H.A.B.C. Inc. If you are not accepted, we will send you a letter and return your deposit. Please remember, the earlier you submit your information the better your chances are of being accepted.

CANCELLATION POLICY
Should any Vendor have to cancel after May 1, 2019, they could forfeit all money paid to date.

MISCELLANEOUS REMINDERS
No motor homes, trailers, or recreational vehicles will be allowed to connect to the electrical supply without written permission. No overnight camping on event grounds will be permitted except in the designated Balloon Corporation RV Lot.

Fire inspectors, authorized electricians, and Balloon Corporation shall have full authority to eliminate any hazardous or unsafe conditions without notice to the Vendor. Any Vendor found causing excessive noise could forfeit their space and all monies paid.

Balloon Corporation shall provide minimum security patrols; however, Balloon Corporation assumes no liability for damages caused by theft, vandalism, or severe weather conditions.

Balloon Corporation reserves the right to limit ingress and egress during the balloon event. This will be under the control of Balloon Corporations Police Services and the On-Field Security Committees. The access to Specialty Booth areas by vehicles shall be restricted in such a manner as not to interfere with balloon launches and other scheduled events. Vendors shall vacate the grounds each night one hour after the completion of the last scheduled event of the day. This includes all workers. Portajons will be placed in strategic locations for use by Vendors and their workers.

NO VENDORS WILL BE PERMITTED to leave the grounds until ALL spectators have cleared the field and the VIP/Committee Parking lots located at the South End of the Field at Gate 6 have cleared. So, let the crowd leave and relax a bit before trying to head out!

Any checks returned for Non-Sufficient Funds will incur an additional $25.00 fee.

1/3/2019
BATTLE CREEK FIELD OF FLIGHT AIR SHOW & BALLOON FESTIVAL
July 3 – July 7, 2019
At the
W.K. Kellogg Airport – Battle Creek, Michigan

ALL VENDOR RATE SHEET

FOOD VENDORS CUSTODIAL FEES

10’ Front x 20’ - $ 450.00
15’ Front x 20’ - $ 495.00
20’ Front x 20’ - $ 580.00

25’ Front x 20’ - $ 720.00
30’ Front x 20’ - $ 820.00
40’ Front x 20’ - $1,130.00

• Fee includes one free water hook-up per space. Generators are provided for rent. (Individual Generators are not permitted.)
• 10% Maintenance Fee on Daily Gross Sales to be paid to B.C.H.A.B.C., Inc.

NOVELTY VENDORS CUSTODIAL FEES

10’ x 10’ - $450.00
20’ x 20’ - $550.00

• No water hook-ups or power available. Individual Generators are not permitted. No Maintenance Fee.

FLEA MARKET VENDORS CUSTODIAL FEES

15’ x 15’ - $300.00
20’ x 20’ - $370.00

• No water hook-ups or power available. Individual Generators are not permitted. No Maintenance Fee.

CRAFTERS CUSTODIAL FEES

HOMEMADE OR HAND DECORATED ITEMS ONLY!

10’ x 10’ - $200.00
15’ x 15’ - $230.00
20’ x 20’ - $260.00

• No water hook-ups or power available. Individual Generators are not permitted. No Maintenance Fee.

COMMERCIAL/SPECIALTY BOOTHS CUSTODIAL FEES

10’ x 10’ - $1,500.00
20’ x 20’ - $2,500.00

40’ x 40’ - $3,500.00
40’ x 60’ - $5,000.00

• Limited water hook-ups could be available and in some locations power.
• 10% Maintenance Fee on Daily Gross Sales could apply or may be waived.
• Individual Generators are not permitted.

QUESTION: CALL THE BALLOON OFFICE 269-962-0592
EMAIL: barb@bcballoons.com
January 18, 2019

TO: BATTLE CREEK FIELD OF FLIGHT Vendors

FROM: Lt. Quincy Jones, Fire Marshall

As a friendly reminder, ALL FOOD booths must have a fire extinguisher. Anyone utilizing tents must make sure that they are “fire retardant” if larger than a 10 x 12. Although I strongly recommend that everyone have an extinguisher, I will not be issuing tickets to those non-food vendors that do not have one.

With that being said, the following requirements need to be met:

1. All gas cylinders, regardless if full or empty, must be chained or secured to your trailer.

2. All empty cylinder lines must be plugged.

3. One mounted fire extinguisher that has been inspected within the last twelve (12) months must be mounted near the door. Recommended size 2A10BC. If you do not comply, this is a City Violation and will result in a $100.00 fine.

All of the above requirements must be met by 2:30 pm on Wednesday, July 3, 2019, or you will not be permitted to open until such time as they are met.

PLEASE remember, these requirements are for your safety and the safety of others around you. We will have a Full Service Fire Extinguisher Company on Site to Assist you as well. There will be a fee for their service.

Anyone cooking product and/or using propane must have a fire retardant structure surrounding their booth regardless of which area you are designated to. If you have any questions, please feel free to email me at qdjones@battlecreekmich.gov

THANK YOU and best wishes for a great event!