

HOT AIR CRAFT FAIR VENDOR FORM

The Greater Centralia Chamber of Commerce



29th Annual Balloon Fest August 17, 18, & 19, 2018

www.balloon-fest.com

Upon return receipt of this form, properly executed, the Greater Centralia Chamber of Commerce will review the entry of the named vendor for the HOT AIR CRAFT FAIR to be held on Friday through Sunday, August 17, 18 & 19, 2018.

In executing this agreement, the named vendor acknowledges that the conditions in this packet have been read, understood and will be followed.

1. All booths are to display **HANDMADE** arts and crafts, or **CRAFT-TYPE** items. All items sold must be pre-approved by the Balloon Fest Craft Committee, which reserves the right to refuse the sale of a product or item that is not deemed to be of craft nature and/or quality. **At least two (2) photos of your craft(s) must accompany this form - even if you have submitted photos in the past.**
 - a. No purchased merchandise, wholesale or imports, carnival items, animals or poultry will be allowed by craft vendors.
 - b. **No guns, blades, bows & arrows, or weapons of any kind,** real or simulated, will be allowed. If you have any questions or have a unique situation, please contact the Centralia Chamber before the event. The Balloon Fest Craft Committee reserves the right to refuse the sale or display of any product or item that is deemed a weapon.
 - c. No commercially made souvenirs or collectibles will be allowed in the Craft Fair. Any copyrighted product, logo, insignia, etc., is prohibited without official authorization.
 - d. No screen printed clothing may be sold.
 - e. No food or drinks may be sold.
2. Should a vendor attempt to sell or display products that have not been pre-approved, the Craft Committee has the right to prohibit the sale of those items and/or shut down the booth if necessary. **Should a booth be shut down due to breach of this contract, no refunds will be made to the vendor.**
3. All decisions made by the Balloon Fest Craft Committee and/or The Greater Centralia Chamber of Commerce are final.

BOOTH FEES:

The booth fee for **HANDMADE** crafts is **\$100.00** per 15' x 15' booth space.

The booth fee for **CRAFT-TYPE**, non-handmade, pre-approved, and craft quality products is **\$200.00** per 15' x 15' booth space.

- a. Products that are assembled, but not created or designed by you, may be considered non-handmade. Please submit photos of you making your products.
- b. If you sell both handmade and non-handmade craft items, the fee is still \$200.00.

Half spaces are not sold or allowed.

HOT AIR CRAFT FAIR VENDOR FORM

TERMS and CONDITIONS:

1. The Hot Air Craft Fair will be held in an open area of Foundation Park in Centralia, Illinois. This open area will have some shade trees, but we do not guarantee the protection from any elements. All tents, canopies, booths, or shelters must be safely constructed and free of hazards. Displays must be leveled, so they do not fall if on uneven ground. Spikes may be driven in the ground for necessary support of any of the booth components, but please be considerate of the bordering vendor's booth space. **All exposed tent stakes must be covered.**
2. Vehicles are only allowed into the craft exhibit area during set-up and tear-down at designated times and by the approval of the Craft Committee. A designated parking area will be available for vendor vehicles during the time the craft fair is being held.
3. Restocking will have to be done by hand, **vehicles will not be allowed in the craft exhibit area after initial set-up.** A golf cart may be available upon request of the Craft Committee for assistance. The vendor parking area is approximately 4 blocks from the craft exhibit area – please stock your booth well.
4. **Set-up is allowed at assigned space only.** Due to the area of the park in which the craft fair will be held, the assigned space will be determined on a first-come, first-served basis before the event. *Returning vendors may request their same space as the prior year, but spaces cannot be guaranteed.* Spaces may not be exactly where they were the year before.
5. **Electric hook-up will be available. You must provide your own 100ft. extension cord and adapters.** We recommend lighting your booth for the evening hours. LED and compact fluorescent bulbs (CFL) are allowed. NO standard incandescent bulbs, NO halogen bulbs, and NO heating elements (coffee pots, crockpots, or printers), because they use too much energy and trip the breakers. Household fans are acceptable but NO commercial fans. The Craft Committee will inspect this - especially if a breaker trips!
6. **No generators are allowed.**
7. **No pets are allowed.**
8. **Each vendor is responsible for his or her own collection and remittance of any appropriate sales tax.**
9. Any person attempting to do business or setting up for display without having properly arranged space will be removed from the grounds.
10. **No refunds will be issued in the event of cancellation due to weather.** If a vendor needs to cancel before July 15, 1/2 of the booth space fee will be refunded. Absolutely NO REFUNDS after July 15.
11. Booth fees must be paid accompanying this form. Personal checks are accepted until June 30, 2018. **After June 30, only cash or money order will be accepted.**
12. Craft participants are responsible for their own merchandise. In no way can an vendor hold the Centralia Chamber of Commerce, the City of Centralia, the Centralia Foundation, nor any of the supporting committees or organizations, directors, officers, agents, and employees liable for any loss or damage to any merchandise or personal property in or about the booth and park, regardless of the cause of such loss or damage.
13. Vendors shall hold harmless the Centralia Chamber of Commerce, the City of Centralia, the Centralia Foundation, and any of the supporting committees or organizations, directors, officers, agents and employees from and against any and all expenses, claims, actions, liabilities, attorney fees, damages & losses of any kind whatsoever, actually or allegedly, resulting from or connected with the operation of said exhibit.
14. The Craft Committee and The Greater Centralia Chamber of Commerce reserves the right to prohibit the display and/or sales of items by anyone in non-compliance with any of these conditions.

HOT AIR CRAFT FAIR VENDOR FORM

SCHEDULE / HOURS OF OPERATION:*

Thursday, August 16 - Early Set-up

5:00pm - 8:00pm - A request must be made in advance to the Centralia Chamber to set-up on Thursday evening.

Friday, August 17

7:00am - 12:00pm - Check-in at Craft Fair Committee tent. Booth spaces will be assigned. Admission wrist-bands, and parking passes will be given at check-in. Additional parking passes and wrist-bands may be purchased.

12:00pm - 1:00pm - Craft Committee inspection of booths. Booth numbers will be distributed to all vendors once everyone is checked-in. All vehicles must be out of the park.

3:00pm - Craft Fair officially opens. Balloon Fest officially begins! Craft Committee may not be allowed to transport vendors during peak times, make sure your booth is well stocked.

8:30pm - We ask that you stay open until after the Balloon Glow. Once pedestrian traffic allows, Craft Committee may help transport vendors to their vehicles at the end of the night.

10:00pm - Festival closes.

Saturday, August 18

6:00am - Gates open. Vehicles are not allowed in the park. Craft Committee may help transport vendors from the parking lot to their booths.

10:00am - Craft Fair officially opens. Craft Committee may not be allowed to transport vendors during peak times, make sure your booth is well stocked.

8:30pm - We ask that you stay open until after the Balloon Glow. Once pedestrian traffic allows, Craft Committee may help transport vendors to their vehicles at the end of the night.

10:00pm - Festival closes

Sunday, August 19

6:00am - Gates open. Vehicles are not allowed in the park. Craft Committee may help transport vendors from the parking lot to their booths.

10:00am - Craft Fair officially opens. Craft Committee may not be allowed to transport vendors during peak times, make sure your booth is well stocked.

6:00pm - We ask that you stay open until after the Balloon event. Once pedestrian traffic allows, Craft Committee will allow vehicles into the park.

REMEMBER: Vehicles are not allowed in the park during event hours for safety of attendees! The Craft Committee and the Greater Centralia Chamber of Commerce will communicate when you are allowed to bring your vehicle into the park. **Violators will not be invited to participate in future events.**

After packing up, please check that your assigned space and immediate surrounding area has been restored to its condition prior to the craft fair. **All trash must be left in bags or a trash can.**

**Schedule subject to change. Weather permitting. All decisions made by the Balloon Fest Craft Committee and/or The Greater Centralia Chamber of Commerce are final.*

Balloon Fest is made possible by a dedicated group of volunteers and sponsors. The safety of attendees and guests is of utmost importance and all decisions are made with this in mind. We hope you enjoy your time at Centralia Balloon Fest. If you have any questions, please contact The Greater Centralia Chamber of Commerce office at 618-532-6789 or marcus@centraliachamber.com or carol@centraliachamber.com.

HOT AIR CRAFT FAIR VENDOR FORM

Hot Air Craft Fair – Centralia, IL
Balloon Fest 2018
August 17, 18, & 19

For Office Use Only		
Date Rec'vd _____	# Spaces _____	Amt Pd.\$ _____
Cash _____	Check No. _____	Amt. Due \$ _____
Pictures Rec'vd _____	Type of Craft _____	
Approved: _____	Confirmation Sent: _____	
2016 Booth Space # _____	Elec. _____	Pd. _____
Final Packet Mailed _____		
Comments: _____		

CRAFT VENDOR ACCEPTANCE AGREEMENT

Once you sign this Vendor Form, you agree to abide by all of the terms and conditions of the Hot Air Craft Fair and acknowledge that all of the information in this packet has been read, understood and will be followed.

REQUIRED INFORMATION - PLEASE FILL OUT COMPLETELY (please print legibly):

Company Name (if any): _____ Contact Person: _____

Address: _____ City, State, Zip: _____

Email: _____ Cell Phone: _____

Category of Crafts: _____

List items to be sold: _____

BOOTH FEES:

The booth fee for HANDMADE crafts is **\$100.00** per 15' x 15' booth space.

The booth fee for CRAFT-TYPE, non-handmade, pre-approved, and quality products is **\$200.00** per 15' x 15' booth space. (If you sell both handmade and non-handmade craft items, the fee is still \$200.00.)

____ I have all HAND-MADE CRAFTS (\$100.00 per space) **Please reserve _____ space(s) = Fee \$ _____**

____ I have CRAFT-TYPE items. (\$200.00 per space) **Please reserve _____ space(s) = Fee \$ _____**

ELECTRIC Fee \$15.00 _____

TOTAL AMOUNT OF BOOTH FEES + ELECTRIC FEE \$ _____

I need (#) _____ parking passes for vehicles. (Up to 1 parking pass per booth space. Additional parking passes are \$10.00.)

I need (#) _____ admission wrist-bands for workers. (Up to 2 wrist-bands per booth space. Additional wrist-bands are \$5.00.)

I want to set-up on: (Pick one) _____ Thursday Evening at ____ p.m. _____ Friday Morning

I would like to be located in the same space/area as last year. (Same space not guaranteed.) _____ Yes _____ No

I have read and understand and accept all of the terms and conditions included in this form for this year's Hot Air Craft Fair.

Signature: _____ Date: _____

Please send this completed form with your fee and photos of all items to be sold to:

Centralia Chamber of Commerce, 130 S. Locust St., Centralia, IL 62801

Submitted photos will not be returned. Photos may be submitted via email.

If you have any questions, please contact The Greater Centralia Chamber of Commerce office at 618-532-6789 or marcus@centraliachamber.com or carol@centraliachamber.com.