

MC Balloon Festival-2025 Retail Vendor Application

Moffat County 15th Annual Hot Air Balloon Festival

Food Vendor Applicant Information Packet

Festival Rules and Guidelines

Festival Day (Main Event) Saturday, August 2nd

Loudy Simpson Park Craig, Colorado

stjohnmt@msn.com

You are invited to participate in the 15th annual Moffat County Balloon Festival in Craig, Colorado! We are planning for Hot Air balloons, family activities, food, crafts, arts, and fun. Activities will kick off at 6:30am on Saturday and continue until 10:00pm. Booths are required to be open by 10:00am and remain open until 7:00pm to get your deposit back. Activities at the park continue until 10:00pm. You are welcome to stay past 7:00pm, but we do not provide lighting. We are anticipating around 2,000 attendees.

DEPOSIT per Retail Booth space is \$50.00. Booth fee is \$35.00, we ask that you provide us with **two checks**, totaling \$85.00, one for the deposit to be returned to you and one for the booth rental fee. Your deposit check will not be cashed and will be returned at 7:00pm on the night of the event, provided you meet the requirements of setting up on time and staying set up for the event. Booth sizes are 15'x 15' space and is assigned by the Balloon Festival Vendor Director. Spaces are assigned on a first apply, first serve basis. *Provided that you set up on time and stay open throughout the event on Saturday you will receive your deposit check back at the event, if you do not meet those requirements, you will forfeit your deposit.*

DEADLINE for application is July 19, 2025. Approval will be within 5 days of receipt of application. Checks will be deposited upon acceptance. We reserve the right to accept or reject any application or remove any product not appropriate to the festival. Only a limited number of vendors of each food type will be accepted. Confirmation with set-up instructions will be sent by e-mail. You may wish to send a test email to stjohnmt@msn.com to ensure that we have your correct email address.

You may begin setting up on Friday, August 1st at 3:00pm and are required to be set up by 9:00am on Saturday, August 2nd. You will have 30 minutes to unload and move your vehicle. **All vehicles must be removed from the staging area by 9:00am.** We ask that your booth remain open from 9:00am to 7:00pm on Saturday. You are welcome to also have your booth open during the balloon glow.

Booth spaces are not transferable without the permission of the Vendor Director. Each exhibitor must provide his or her own setup, displays, tables ***and must have at least a 10x10 pop-up style tent*** and weather protection. This is an outdoor event. No refunds will be given for booths not set up on time and open for the duration of the event (9:00am-7:00pm). The Moffat County Balloon Festival Committee is not responsible for theft, damage, or loss.

Vendor is responsible for collecting and remitting sales taxes directly to the Colorado Department of Revenue. Each vendor is also responsible for any and all insurance as required by the State of Colorado. By signing and submitting this application you acknowledge all responsibility for your booth, sales tax and agree to hold harmless the Moffat County Balloon Festival committee members and Moffat County.

Vendors selling food for consumption at the festival **must** complete a FOOD application obtainable online: www.mcballoonfestival.com.

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We look forward to having you at the Moffat County Balloon Festival! Please direct all vendor questions and comments to the Food Vendor Director: Maggie St. John at 970-629-1367 or by email at stjohnmt@msn.com.

General information and rules:

- Each vendor is expected to display items appropriate to a wholesome family atmosphere.
- Exhibitors must supply all displays, props, tables, chairs, tents, etc.
- Covers on tables and boxes out of sight are recommended.
- No refunds for cancellations. There is no rain date.
- A paid/confirmed reservation is a commitment to the show.
- No reservation will be made without payment.
- You must remove all trash and debris in your space before you leave.
- Each vendor is required to be set up and have all vehicles out of the staging areas by the predetermined times.

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15th Annual Moffat County Balloon Festival
August 2nd, 2025

Retail Vendor Application

Please note the set-up times in the food vendor applicant packet festival rules and guidelines. Please provide a current **legible** email address as all correspondence will be via email.

Business Name _____

Contact Person _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Cell _____

Email _____

Colorado Sales Tax Number _____

DESCRIPTION OF PRODUCT: (Must send a picture of your product and your set up with your application or by email to: stjohnmt@msn.com)

Application will automatically be rejected if work is not specifically described.

DISCLAIMER: I hereby release and forever discharge Moffat County and the M.C.B.F. Committee and any of its members from any responsibility, personal liability, loss or damage in connection with the event. I agree to obey all the rules set forth by the M.C.B.F. Committee. I also understand that if I violate these rules, I will be asked to leave the event or not be considered for future festivals.

By signing the application, I agree to follow the festival rules and guidelines.

Signature _____ **Date** _____

FEE: \$75 Deposit PLUS \$75 booth rental fee for a total of \$150.00 (in two checks).

Send application, payment, and required insurance and sales tax documents to:

MCBF - Food Vendor Director
360 Apple St, Craig, CO 81625

Amount enclosed: _____

DEADLINE: July 18th, 2025. A confirmation letter with set up instructions and locator map will be sent by email. (Please keep a copy of this application for your records.)

Questions or comments may be directed to the Food Vendor Director
Maggie St. John at 970-629-1367 or by email at stjohnmt@msn.com.