



## 2018 Vendor Rules & Regulations

HAVASU BALLOON FESTIVAL AND FAIR

JANUARY 19 - 21, 2018

**LIABILITY INDEMNITY:** Vendor covenants to protect, defend, hold harmless and indemnify the Havasu Balloon Festival and Fair, Inc, and Arizona State Parks & Trails, its directors, officers, agents, employees and members, from and against any and all expenses, claims, actions, liabilities, attorney's fee, damages and losses of any kind whatsoever, actual or alleged, resulting from or connected with the participation as a vendor at the Havasu Balloon Festival and Fair (HBFF). The Havasu Balloon Festival and Fair, Inc. shall not be liable for any loss or damage to any merchandise or personal property in or about the vendor's booth space, regardless of the cause of such loss or damage.

### FESTIVAL DATES, HOURS OF OPERATION AND VENDOR COMMITTEE CONTACT

January 19, 2018	Friday	6:00am to 9:00pm	You may reach the HBFF Vendor Committee online at: <a href="mailto:HBFFvendors@gmail.com">HBFFvendors@gmail.com</a> The event <b>HELP Lines</b> Phone Numbers are: 928-505-2440 and 877-505-2440
January 20, 2018	Saturday	6:00am to 9:00pm	
January 21, 2018	Sunday	6:00am to 9:00pm	

### INSURANCE / LICENSURE / PERMIT REQUIREMENTS-MANDATORY AND ENFORCED PRIOR TO EVENT

1. Certificate of Insurance: Vendors must provide a Certificate of Insurance naming:

- Havasu Balloon Fest and Fair, Inc., 699 London Bridge Rd., Lake Havasu City, AZ 86403  
(\*Physical address of event) as the Certificate Holder

The following should be listed as an additional insured:

- Arizona State Parks, 699 London Bridge Rd, Lake Havasu City, AZ 86403

The Limits are General Liability \$1,000,000each occurrence/\$2,000,000 General Aggregate

**MAIL OR EMAIL TO:** [HBFFVENDORINSURANCE@GMAIL.COM](mailto:HBFFVENDORINSURANCE@GMAIL.COM)

- City Business License: During the festival, each vendor must display either their current Lake Havasu City Business License or Temporary Special Event Business License in their booth space (the city will be checking on this). After you complete the city form, (attached) send it and payment to 2330 McCulloch Blvd. N., Lake Havasu City, AZ 86403. For more information, the Lake Havasu City Business License can be reached at 928-453-4153.
- Sales Tax License: All festival vendors are required to hold a current Arizona Sales Tax (Resale) License. More information on the Sales Tax License can be found at <http://www.azdor.gov> or call 602-255-2060.
- Health Permit: All food vendors must also be in possession of a current Mohave County Health Permit. More information on County Health Permits can be found at <http://www.co.mohave.az.us> or call 928-757-0901.
- Fire Department Permit: Tents in excess of 200 sq ft and canopies in excess of 400 sq ft are required to obtain a LHC Fire Department permit for a fee. More information on the Fire Department Permit can be found by calling 928-453-3313.
- The above requirements are your responsibility. Failure to comply with the above requirements will result in removal from the venue and no refund will be made if cited.

### BOOTH SETUP AND TEARDOWN

6. Setup: Vendors will be provided a time slot (between 9:00am and 4:00pm) in advance of their arrival at the event grounds on Thursday January 18<sup>th</sup> for setup. These slots will be 30 minutes in length and start at 9:00am. We ask that you plan to arrive to pick up your registration packet within the 30-minute period assigned. We will have escorts available to take you to your site, and answer any questions you may have. The escorts will also attach the electrical tags provided in your vendor packet. Slot assignments are based on size of booth, electrical needs, and location. By assigning this way, we can hopefully avoid multiple vendors within a given area attempting to setup at the same time. Because of safety concerns, motor homes, long trailers or 5<sup>th</sup> wheels will not be allowed on the festival site without prior written consent by HBFF. If you arrive later than your slot, we will attempt to place you after those in the current time slot have been positioned. We will not ask adjacent vendors to move for late comers. Please be considerate of other vendors who are already set up. Vendors must provide any ground cover required to avoid damage to the grounds, and remove same at the conclusion of the event. Grease or burn marks will not be tolerated and will result in forfeit of deposit or additional assessment of damages.

**Teardown:** Vendors may begin teardown no sooner than 6:00 P.M. on Sunday, January 21, 2018. Food Vendors must stay open until Sunday following the Night Glow. **VENDORS MUST BE OFF the FESTIVAL AREA BY 11:00 AM ON JANUARY 22, 2018. Labor for setup and teardown is the responsibility of the vendor and is not provided by the HBFF. Those who do not comply with this policy will not be asked to participate in future festivals.**

All food vendors are responsible for their cleanup and leaving the festival grounds clean. Dumping of grease or charcoal and/or hot ashes in festival disposal containers or on the festival grounds is prohibited. Boxes must be broken down and **all trash must be taken to the dumpsters** located outside the vendor entrance. removal of their grease or any charcoal and/or ashes from Food Vendor's booth sites will be inspected before cleared to receive any booth deposits.

7. **Power:** We will do everything we can to make sure your power is up and running during event hours; however, power is provided by generators at the event which always come with complications, so please be patient and ready for outages during the first hour as everyone turns on their appliances. Electrical power is limited to 110v/15amp for non-food vendors, and will only be available for non-food vendors from 7:30am until 7:00pm. Food vendors will have power 24 hours for refrigerated items. **You must supply your own cords and connectors (120v, 15 amp, 3-wire cord connector, straight blade with U ground). Food Vendors:** a limited number of 220v/50 amp outlets are available on a first come, first served basis. **You must supply your own cords and connectors to match our NEMA 14-50 R 4-wire receptacle rated at 125/250v, which is standard electric range type of receptacle.** The Havasu Balloon Festival and Fair, Inc., will not have any cords and/or connectors available. If you apply for a 220v/50 amp outlet and the available spots are sold out, we will notify you upon receipt of your application. **Please note: 220v/50 amp is only available in the food court area.** The number of 110v/15 amp or 220v/50 amp outlets you purchase will determine how many outlets you may use. This event will have zero tolerance for vendors who attempt to use more electrical outlets than what they paid for. Vendors who pay for electricity will be issued an electricity tag. This tag must be displayed prominently at the end of your cord at the power source. If you use electricity during the event without a tag, we are left without any choice but to fine you and disconnect your power source.

8. **Water / Ice:** Limited water will be available onsite. Dumping of waste water inside the event area will not be permitted. It will be each vendor's responsibility to haul in their own fresh water, and dispose of their waste water at the appropriate dump site. Ice will be available in the immediate area for purchase.

9. **Trash:** **Each vendor is responsible for the removal and disposal of all materials, litter (including cigarette butts), garbage, including boxes, (broken down) and signs. The HBFF will provide dumpsters for this purpose.**

**Booths:** All vendors must have weights or stakes for any canopies in use. Please insure that all four corners of your canopy have weights of at least 50 lbs attached or are **NO** stakes in the asphalt. If high winds develop, all vendors must take action to minimize damage and risk to attendees. Vendors agree to see that their booth is staffed with sufficient people during the scheduled hours of the festival. There will be no live animals brought onto the festival grounds at any time with the exception of animals trained and used for medical reasons or law enforcement (specifically service animals as defined in the American's with Disabilities Act). Vendor acknowledges that it is unlawful to leave unattended pets inside a vehicle. Vendors will not bring onto the festival grounds any alcoholic beverages. Booth sharing is not allowed. All vendors need to purchase their own booth spaces and obtain their own business licenses. Vendors sharing booths will not be asked to participate in future festivals. The use of any sound devices must be a conversational level not to interfere with neighboring vendors. The HBFF Committee expects our vendors to be respectful of other vendors, volunteers, State employees and dignitaries, as well as our citizens and guests enjoying the festival. **Anyone behaving in a rude or unprofessional manner will not be asked to participate in future festivals.**

**Parking / Admission:** Each vendor will be provided one hang tag to allow only one vehicle to park in a special lot. Vendors will be allowed to drive behind their booth between 5:00am and 8:00am in the morning to unload merchandise for the day and return at closing time to secure their merchandise for the night. There is no overnight parking permitted at the festival site. Overnight parking is permitted in designated RV Parks only. There will be NO FREE RV parking. The fee is \$140.00 for five (5) nights starting on Wednesday the 17<sup>th</sup> through Sunday the 21<sup>st</sup>, **first come as we have limited spaces available.** Each vendor will be allotted two free admission wristbands per each 10' width of space paid (e.g., a 30' space would receive 6 wristbands) good for the duration of the event.

10. **Safety:** If using equipment that produces heat or flame, such as cooking equipment or propane gas, you must have a type 2A10BC Fire Extinguisher on-site that is full and has been serviced in the last twelve months with the tag of the service company. All fire codes, laws, ordinances and regulations pertaining to health, fire prevention and public safety shall be strictly observed. See the attached Fire Safety Requirements for Special Event Exhibitors and Food Concessionaires. Vendors closed by an inspector for any reason will not receive a refund. Note: Food vendors are not allowed under fire code to cook with oil inside any tents or canopies.

11. **Security:** Security will be on site, but will not be provided for individual booths. If you leave your merchandise overnight at the festival site, you will be doing so at your own risk.

12. **Contact Information:** All vendors must provide a phone number that will allow for 24-hour emergency contact. This may be a local number answered 24 hours a day, or a cell phone number that will be answered in the local area. Corporate and 800 numbers do not meet this requirement.

# 2018 Vendor Application & Contract



HAVASU BALLOON FESTIVAL AND FAIR

JANUARY 19-21, 2018

PLEASE FILL OUT ALL SECTIONS COMPLETELY AND CLEARLY

## GENERAL FESTIVAL INFORMATION

**Vendor Setup:** 9:00am to 4:00pm, Thursday, January 18, 2018  
**Festival** Friday, January 19, 2018 6:00am to 9:00pm  
**Dates** Saturday, January 20, 2018 6:00am to 9:00pm  
**& Hours** Sunday, January 21, 2018 6:00am to 9:00pm

**Vendor Contact:**  
 Vendor Committee –Vickie Meeh  
 P.O. Box 4564, Lake Havasu City AZ 86405  
[HBFFvendors@gmail.com](mailto:HBFFvendors@gmail.com)  
 Event Help Line: 928-505-2440 or 877-505-2440

**Event Location:**  
 Lake Havasu State Park  
 Windsor 4 Park  
 699 London Bridge Road  
 Lake Havasu City, AZ 86403

## VENDOR INFORMATION

Business Name: \_\_\_\_\_ Name \_\_\_\_\_  
 (Last, First): \_\_\_\_\_ Mailing \_\_\_\_\_  
 Address: \_\_\_\_\_ City, \_\_\_\_\_  
 State, Zip: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**24 Hour Emergency Phone # During Event:** \_\_\_\_\_  
 Yes  No Please share my information with other promoters  
 Please list all items being sold: \_\_\_\_\_

### Classification

- Not for Profit: Charities with a designated IRS nonprofit status
- Arts & Craft Vendors who hand-make, create, assemble or manufacture at least 70% of the finished product.
- Commercial: Retail, advertising and non-handmade items
- Food: Vendors who make fresh food onsite.

## EXHIBIT BOOTH SPACE OPTIONS (Prices are for full 3-day event)

ELECTRICITY	COMMERCIAL/FOOD	ARTS & CRAFTS	NOT FOR PROFIT
No electricity needed:	10' wide \$400	10' wide \$275	Local LHC Based
# of 110/15 amp plugs @ \$90 each: _____	20' wide \$600	20' wide \$350	10' wide \$50.00
# of 220/50 amp plugs @ \$175 each: _____	30' wide \$700	30' wide \$425	All Not-For-Profit spaces are 20' deep
Only food vendors may use generators.	40' wide \$800	40' wide \$500	*With approved application and insurance. Limited spaces available
	All vendor spaces are 20' deep.		

Please note: Merchandise vendors are required to stay open until 6:00pm. All food vendors are required to stay open until 9:00pm. Two wristbands are provided for each 10' vendor space purchased, and are required for you and your workers during the event.

## EXHIBITOR REQUIREMENTS

The Havasu Balloon Festival & Fair is a rain or shine outdoor event, and as such, may be vulnerable to weather. Although Festival organizers are working hard to offer alternative field attractions; vendors understand that fees are not refundable due to inclement weather, interruptions in the festival schedule due to weather, dangerous conditions, acts/threats of terrorism, acts of god, natural disaster, or war.

I hereby state that I have read all the Vendor Rules and Regulations, and the LHC Fire Department Safety Requirements in this packet and agree to abide by all rules or risk being removed from this show and/or excluded from future shows. I understand that this is an agreement made between me and the Havasu Balloon Festival & Fair Committee. I am the authorized vendor listed on the application, and that all information has been completed to the best of my knowledge.

\_\_\_\_\_  
 Vendor Name (please print)

\_\_\_\_\_  
 Vendor Signature

\_\_\_\_\_  
 Date

**IMPORTANT NOTICE:** The Vendor Committee will meet to review each application. In an effort to avoid excessive vendor product duplication, the date of application receipt may be used to determine individual vendor category selection. Shortly after the committee meets you will be notified via email if you have been accepted as a vendor for this event. Once notified, we expect you, in ample time before the event, to secure the following: 1) Insurance; 2) Lake Havasu City Special Permit; 3) Arizona State Sales Tax License; and if you are a food vendor, 4) Mohave County Health Permit. By signing this form, you state you understand these requirements. Vendors closed by an inspector for any reason will not receive a refund. If because of duplications, or other reasons, you were not accepted as a vendor at this year's event, you will be notified via email and you will be issued a full refund at that time.

**Application deadline is December 1, 2017**

**CANCELLATIONS:** The HBFF Committee needs to be notified of cancellations no later than December 1, 2017 in order to receive a full refund (minus \$35.00 processing fee), and by December 15, 2017 for a 50% refund (minus \$35.00 processing fees). We are sorry but any cancellations made after December 20, 2017 will not be eligible for a refund.

## FEE INFORMATION

### Worksheet

Booth Price: \$ \_\_\_\_\_ Electric: \$ \_\_\_\_\_  
 Refundable (Food Vendor only) Deposit \$ 200.00  
 RV Parking (limited) \$ 140.00  
 Total fees due: \$ \_\_\_\_\_

Please include your total payment with the submission of your application. If you are not chosen to be in this event, you will be issued a full refund.

Payment by: (circle one)

VISA MC DISC

\_\_\_\_\_  
 Credit Card Number

\_\_\_\_\_  
 Exp Date Security Code

Is billing address same as above? If not please state: \_\_\_\_\_

\_\_\_\_\_  
 Please make checks payable to:  
 Havasu Balloon Fest



## LAKE HAVASU CITY FIRE DEPARTMENT

### Fire Prevention Bureau

2330 McCulloch Blvd. N.

Lake Havasu City, AZ 86403

(928) 855-1141 FAX (928) 453-3312

[www.lhcaz.gov](http://www.lhcaz.gov)



## Fire Safety Requirements for Special Event Exhibitors and Food Concessionaires

The Lake Havasu City Fire Department would like to welcome you as a participant in this special event. If you are new to our city, we hope your visit is very enjoyable; previous visitors, we welcome you back.

The Lake Havasu City Fire Department's Fire Prevention Bureau will conduct fire inspections for all concessions and enforce fire protection standards for all events. Inspections will be conducted to verify that all participants in the event have met the required standards. All concessions and exhibits will be inspected on or before opening day. Those exhibits and concessions, which do not meet the minimum fire safety standards on the day of inspection, will be required to comply prior to conducting business.

The following is a list of requirements that the fire inspectors will be checking for:

1. Minimum of one (1) fire extinguisher with a minimum rating of 2A10BC, with an approved service tag that reflects a current inspection date within the last twelve months, shall be required for each concession using any type of open flame device. All others shall have an extinguisher accessible within 75' travel distance of their location.
2. Multi-plug connections, frayed/broken electrical extension cords, or cords with less than 12-gauge wiring are prohibited.
3. All L.P.G. tanks shall be secured with a small chain or other approved device.
4. Cooking that requires the use of a deep fat fryer(s) shall provide a minimum of one Class K portable fire extinguisher. Class K extinguishers shall be a minimum of 1.5 gallons in capacity.
5. Portable generators shall not be used inside a closed tent and placed approximately 10 ft. from the tent, canopy, or portable booth. (A fixed unit on a trailer is exempt.)
6. Cooking that produces sparks or grease-laden vapors shall not be performed inside trucks, trailers, booths, tents, or canopies unless an approved suppression system is provided. Suppression system shall have a service tag dated within 6 months from time of inspection.
7. All cooking devices shall be in good working condition. All cooking equipment shall be restricted to UL approved commercial cooking appliances only.
8. All cooking devices shall be on a flat stable surface.
9. If wood, charcoal or any other type of approved solid burning material is utilized, the material shall be stored away from any combustible material and usage shall be confined to a cooking container designed for such use/material. Hot material shall be disposed of in a proper container designed for the hot material. Hot material shall not be stored near combustible material. There shall be a method in place to prevent any combustible material from coming in direct contact with the discarded hot material.
10. Tents in excess of 200 sq. ft. and canopies in excess of 400 sq. ft. are required to obtain a permit for a fee of \$76. A current flame retardant certificate is required per NFPA 701.

**NOTE:** Application for permit may be obtained by calling (928) 855-1141 or the form is available online at [www.lhcaz.gov](http://www.lhcaz.gov).

Please remember that the Lake Havasu City Fire Department's primary concern is your safety. If you have any questions, please call the Lake Havasu Fire Prevention Bureau at (928) 855-1141.

Respectfully,

Scott Hartman  
Fire Marshal



**\$10 Per Day**

# LAKE HAVASU CITY

## TEMPORARY SPECIAL EVENT BUSINESS LICENSE

EVENT NAME _____		DATE _____	
BUSINESS NAME / DBA _____		TAX ID NUMBER _____	
MAILING ADDRESS _____			
BUSINESS TELEPHONE _____		EMAIL ADDRESS _____	
<b>TYPE OF OWNERSHIP (CHECK ONE):</b> <input type="checkbox"/> Association <input type="checkbox"/> Government <input type="checkbox"/> Individual/Sole Proprietorship <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Non-Profit <input type="checkbox"/> Partnership <input type="checkbox"/> PL Professional/Limited Liability Corporation: _____			
NAME OF CORPORATION _____		STATE OF INCORPORATION _____	DATE OF INCORPORATION _____
DESCRIBE BUSINESS IN DETAIL: _____			
PRINCIPAL / OWNER NAME _____		Title _____	Phone _____
Home Address _____		City / State _____	Zip _____
PRINCIPAL / OWNER NAME _____		Title _____	Phone _____
Home Address _____		City / State _____	Zip _____
AZ RESALE TPT ID # _____		MOHAVE COUNTY HEALTH # _____	
APPLICANT SIGNATURE _____		DATE _____	

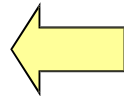
FOR ADMIN SVCS DEPT USE ONLY: DATE PAID \_\_\_\_\_ LICENSE # \_\_\_\_\_ EXPIRES \_\_\_\_\_

FIN-7 (8/13/15)

CITY CODE CHAPTER 5.04 BUSINESS LICENSE



**Lake Havasu City**  
**Admin. Svcs. Dept., Business License**  
**2330 McCulloch Blvd N**  
**Lake Havasu City, AZ 86403**  
**Ph: (928) 453-4146 Fax: (928) 855-5327**



RETURN THE **ORIGINAL** OF THIS FORM  
 WITH A **COPY** OF YOUR IDENTIFICATION  
 TO THIS ADDRESS.

**LICENSING ELIGIBILITY REQUIREMENT (ARS § 41-1080)**

<b>FULL Name:</b>	<b>LAST</b>	<b>FIRST</b>	<b>MIDDLE</b>
<b>Business Address (as shown on business license or application):</b>			
<b>City, State, and ZIP Code:</b>			

On May 1, 2008, Governor Napolitano signed Laws 2008, Ch. 152 (House Bill 2745) into law. The new law contains a "licensing eligibility" section (Arizona Revised Statutes § 41-1080) preventing any licensing agency in the state of Arizona from issuing a (new or renewed) license to an individual unless the individual has provided the agency with one of the forms of identification listed in the law. View additional information about this requirement on the PRODUCERS page of the Department of Insurance Web Site ([www.id.state.az.us](http://www.id.state.az.us)).

To become or remain eligible for a license, complete this form, staple a photocopy showing both sides of your identification to the back and return to the address in our letterhead (top). Only provide **one** of the following forms of identification (mark an "X" next to the one you are submitting):

- 1. An Arizona driver license issued after 1996 or an Arizona non-operating identification license.
- 2. A driver license issued by a state that verifies lawful presence in the United States.
- 3. A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States.
- 4. A United States certificate of birth abroad.
- 5. A United States passport.
- 6. A foreign passport with a United States visa.
- 7. An I-94 form with a photograph.
- 8. A United States citizenship and immigration services employment authorization document or refugee travel document.
- 9. A United States certificate of naturalization.
- 10. A United States certificate of citizenship.
- 11. A tribal certificate of Indian blood.
- 12. A tribal or bureau of Indian Affairs affidavit of birth.

By my signature below, I hereby certify, under penalty of perjury that the copy of the document I am providing is a true and accurate copy of the original document and that I am legally authorized to be present in the United States.

<hr/> FULL SIGNATURE OF LICENSEE	<hr/> DATE
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