



2024 – Vendor Application - Please fill out all sections

GENERAL FESTIVAL INFORMATION

Festival Dates & Hours:

Wed. Jan 17 9:00am to 4:00pm **setup only**
 Thurs. Jan. 18, 2024 **Noon** to 9:00pm
 Fri. Jan. 19, 2024 6:00am to 9:00pm
 Sat. Jan. 20, 2024 6:00am to 9:00pm
 Sun. Jan. 21, 2024 6:00am to 3:30pm

Vendor Contact:

Vendor Committee - **
 PO Box 4564, Lake Havasu City, AZ 86405
HBFFvendors@gmail.com
 Event help: 928-505-2440/877-505-2440

Event Location:

Lake Havasu St Park
 Windsor 4 Park
 699 London Bridge Rd.
 Lake Havasu City, AZ 86403

VENDOR INFORMATION

Business Name: _____
 Name (Last/First): _____
 Mailing Address: _____
 City/State/Zip: _____
TPT Number _____

Contact Phone #: _____
Email Address: _____
 24hr Emergency Phone # During Event: _____
 Yes ___ No ___ Share my information with other promoters
Existing LHC Business License #: _____
 Existing LHC Business License renewal date _____

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.

**Please list all items being sold

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

Electricity: None needed Number of 110/15 amp plugs @ \$90 ea Number of 220/50 amps @\$175 ea

10' wide **Commercial Booth:** \$450 ☐ **Food Booth:** \$450 ☐ **Arts/Crafts:** \$300 ☐ **Nonprofit (LHC):** \$50
 20' wide: **Commercial Booth:** \$600 ☐ **Food Booth:** \$650 ☐ **Arts/Crafts:** \$375 ☐ **Nonprofit (outside LHC):** \$50 ☐
 30' wide: **Commercial Booth:** \$750 ☐ **Food Booth:** \$750 ☐ **Arts/Crafts:** \$450 ☐
 40' wide: **Commercial Booth:** \$900 ☐ **Food Booth:** \$1000 ☐ **Arts/Crafts:** \$550 ☐

Contact us for larger booth space pricing. Only food vendors may use generators. 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 I 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 _____

Application deadline is December 1, 2023 **CANCELLATIONS:** The HBFF Committee needs to be notified of cancellations no later than December 1, 2023 in order to receive a full refund (minus \$35.00 processing fee), and by December 15, 2023 for a 50% refund (minus \$35.00 processing fees). We are sorry, but any cancellations made after December 20, 2023 will not be eligible for a refund. **(Subject to change if COVID-19 is still an issue.)**

FEES INFORMATION

Worksheet

Booth Price: \$ _____
 Electric: \$ _____
 \$200 Deposit (Food Vendor only) \$ _____
 City Permit, \$56 for 4 days. No charge if you have a valid annual Permit \$ _____
 RV Parking (limited) \$ _____
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 Discover

Credit Card #: _____

Exp Date: _____ Security Code: _____

Is billing address the same as above? If not please state: _____

Make Checks Payable to: Havasu Balloon Festival and Fair

Mail to: Havasu Balloon Festival and Fair Attn: Vendors

PO Box 4564, Lake Havasu City, AZ 86405

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 of your acceptance, 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.

REMINDER: The following should be listed as an additional insured on your insurance certificate:

- a. Havasu Balloon Festival and Fair, Inc., PO Box 4564, Lake Havasu City, AZ 866405, as the Certificate Holder
- b. Arizona State Parks, 699 London Bridge Road, Lake Havasu City, AZ 86403

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