

Vendor Application - Please fill out all sections

GENERAL FESTIVAL INFORMATION

Festival Dates & Hours:

Wed Jan 8, 9:00am to 4:00pm setup only
Thurs Jan. 9, 2025 Noon to 9:00pm
Fri Jan. 10, 2025 6:00am to 9:00pm
Sat. Jan. 11, 2025 6:00am to 9:00pm
Sun. Jan. 12, 2025 6:00am to 3:30pm

Vendor Contact:

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

Event Location:

Lake Havasu State Park
Windsor 4
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

CLASSIFICATIONS

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.

LOCAL Arts & Craft Vendors: Same as above and must have a verifiable Lake Havasu City address to purchase.

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 4-day event)

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

- 10' wide: Commercial Booth \$450 Food Booth: \$450 Arts/Crafts: \$300 Local A/C: \$100
20' wide: Commercial Booth \$600 Food Booth: \$650 Arts/Crafts: \$375 Local A/C: \$150
30' wide: Commercial Booth \$750 Food Booth: \$750 Arts/Crafts: \$450 Local A/C: \$200
40' wide: Commercial Booth \$900 Food Booth:\$1000 Arts/Crafts: \$550 Local A/C: \$250

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.

EXHIITOR 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, 2024 CANCELLATIONS: The HBFF Vendor Committee needs to be notified of cancellations no later than December 1, 2024 in order to receive a full refund (minus \$35.00 processing fee), and by December 15, 2024 for a 50% refund (minus \$35.00 processing fees). We are sorry, but any cancellations made after December 20, 2024 will not be eligible for a refund.



Vendor Application

FEES INFORMATION

Worksheet

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.

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: \$ _____

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