

# Food Vendor Application

## Carroll County Balloon Festival

at the Carroll County Agriculture Center

August 28-29, 2021

706 Agriculture Center Drive, Westminster, MD 21157

### General Information

We are delighted to invite you to be a part of the First Annual Hot Air Balloon Festival in Carroll County Maryland.

Highlights:

----Festival opens at **1PM** each day - **Saturday-Sunday**.

----- Food Vendors and Crafters open:

-----Saturday: 1PM to 9PM

-----Sunday: 1PM to 7PM.

--A max of 15 food vendors will be accepted this year. We will limit certain types of foods offered. An attendance of 3500 a day is expected. So please register soon.

--Festival activities will be aimed toward children and those young at heart. Activities include three balloon flights, one balloon Glow, walkabout balloon, balloon tethers, Special Shape balloon, 5K Run/Walk, kids zone, handmade crafts, retail and food vendors, and live entertainment!

--All vendors and events will be outside. Festival takes place rain or shine – no rain days.

--However, specific balloon activities during the festival ARE weather dependent. Simply, if the weather is not right, balloons will not fly or set up for display,

--See festival website [www.CarrollCountyBalloonFestival.com](http://www.CarrollCountyBalloonFestival.com) for schedule of our many activities and scheduling details such as lodging, etc. See hotels listed on website. Best Western Hotel is our Host Hotel - say you are a vendor at the Balloon Festival for consideration of a reduced rate.

### Food Vendor space:

15' deep X 20' wide space (tent or truck) - \$400

15' deep X 30' wide space (tent or truck) - \$500

**No Refunds of Vendor fee-** this is a rain or shine event

**PARKING:** Temporary Parking Passes will be provided. The parking plan is to have one of your vehicles park behind your space. Other vendor/crafter vehicles must be moved from display area to vendor parking lot before 12:30PM.

Exhibit space will fill quickly and space is limited. Applications will be placed on a first come, first serve as space permits. All spaces are outside on grass.

### ALL VENDORS:

**Booth set up** may begin on Saturday beginning at 8am. Vehicles must be off the field by 12:30PM on Saturday and Sunday

**Booth Dismantling** will occur not before 7pm on Sunday. **Vendors must commit to stay open until closing-time.**

**Space Location** Assigned first come - on arrival

**Tents, Tables & Chairs** – Vendors must provide their own

**Storage Space** No extra storage space will be provided

**Electricity – No electricity will be provided.** Vendors will need to provide their own **very quiet** generators – low level noise power.

**Water - Food Trucks and Tent Space** will be self-contained and self-sufficient on **water**.

**Keep Space Clean** Vendors must clean up space at close of event including removal of all trash to dumpster. Violators will not be invited back next year

**ATMs will be available**

### **Health Dept. Temporary Food Vendor Application:**

**Three forms (original and copy of each) are required. The \$15 Health Dept fee is included in your Space app fee. Procedure is different this year-Do not mail anything to the Health Dept. All you need to do is the following:**

**--Print out and fill in the following 3 forms**

**--Original form with original signature (no fax copy) and one copy of forms must be mailed by July 25<sup>th</sup> to: Ron Broderick, 12465 Barnard Way, West Friendship, MD 21794**

**We will take all vendor apps and submit to the Health Dept at one time. Coordination of submitting forms to us is important.**

Three Health Dept Forms are required:

----Temporary Food Permit:

<https://cchd.maryland.gov/wp-content/uploads/sites/26/2019/01/2018-Vendor-Form.pdf>

----Guidelines for Special Food License:

<https://cchd.maryland.gov/wp-content/uploads/sites/26/2019/01/2018-Vendor-Form.pdf>

----Food Source Form:

<https://cchd.maryland.gov/wp-content/uploads/sites/26/2019/01/2018.FoodSource.pdf>

**--All rules and regulations of the Carroll County Health Dept. must be adhered to during the Festival.**

**--A complete menu list (Form Source) is required for approval during the application process.**

**You are asked to sell only what you list.**

**--We will be limiting vendors selling certain products, eg, beef/pork and ice cream vendors.**

**--What you list is what you will sell. If on-site inspections show abuse of this requirement, that vendor will be shut down.**

**--Any changes to proposed menu after acceptance must be approved by Nancy.**

**General liability insurance** no less than \$1 Million per occurrence is required.

**--Name Carroll County Agriculture Center and Friendship Hot Air Balloon Co as additional insureds.**

**--Certificate of insurance must also indicate that coverage is in effect for the entire period of Saturday through Sunday of the festival and must contain stipulation that Friendship Hot Air Balloon Co., Inc. shall receive at least 10 days prior written notice of cancellation or modifications.**

### **On-Line Vendor Application:**

[www.carrollcountyballoonfestival.com/forms/foodregistration-carroll.php](http://www.carrollcountyballoonfestival.com/forms/foodregistration-carroll.php)

**Vendor Coordinator:** Nancy Broderick, 12465 Barnard Way, West Friendship, MD 21794  
410-804-5066 --- [Nancy@ballooningusa.com](mailto:Nancy@ballooningusa.com)