



## NON-PROFIT VENDOR APPLICATION

### 2012 CHESTER COUNTY BALLOON FESTIVAL

For more information, contact Vicki Moretti at 610-873-4002, or by email at [vicki@wbya.org](mailto:vicki@wbya.org).

Fax 610-344-9420

**Please Print CLEARLY**

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Email: \_\_\_\_\_

Cell: \_\_\_\_\_

**Classification: Check All that Apply**

- Not For Profit: IRS designation proof required
- Arts & Crafts: 70% or more of product hand made
- Commercial: Retail, non-hand-made or Corporate Exhibitors
- Food: Vendors who make fresh food onsite.

**Please describe the products, food or nature of your business that you wish to conduct at the CC Balloon Festival:**

**BE SPECIFIC on those items you wish to have exclusive to you. List additional items on the back.**

(Please be sure to check the "No longer accepting list" on the website for up to date information)

**PLEASE CHECK ALL THAT APPLY BELOW: PRICE IS PER SPACE. REGISTER BEFORE MAY 15<sup>TH</sup>. TO AVOID LATE FEES.**

Fees: # of Spaces > \_\_\_\_ **1 Day 10'x 10'** space..... Free Please indicate which day >  Fri- 6/15  Sat-6/16

# of Spaces > \_\_\_\_ **2 Day 10'x 10'** space..... Free

# of Spaces > \_\_\_\_ **1 Day 10'x 20'** space..... \$90 Please indicate which day >  Fri- 6/15  Sat-6/16

# of Spaces > \_\_\_\_ **2 Day 10' x 20'** space..... \$160

**Optional Electrical Service Fee Per Plug (price is for 2 days).....\$45**

Limited electrical is available. These fees are for 120 volt/20 amp plugs ONLY. First come first serve before 4/15. If you have different needs, go ahead and reserve your space and fill in electrical need information below. We will contact you to discuss options. All equipment has a plate on the back that has the appropriate information. Please check before filling in this form.

Complete all info & Print Clearly

	Type of Appliance	Volts	Amps
1			
2			
3			
4			
5			

**Deadlines:**

- Register by 5/15 to avoid late fee.
- Deadline to register is 6/8.
- Electric requests no later than 4/15.

Except for event cancellation, NO REFUNDS will be considered. Please retain the 2<sup>nd</sup> page of this application for future reference.

**Total Amount Due on items checked above: \$ \_\_\_\_\_ Payment Choices:**

1. Mail In: Make check payable to "WBYA" and mail with application & health certificate to:  
CCBF c/o WBYA, PO Box 98, Downingtown, PA 19335
2. Pay online at [www.ccballoonfest.com](http://www.ccballoonfest.com). You must still mail in, email or fax (610-344-9420) an application and health certificate to the address in 1. above.

## June 15-16, 2012 **Participation Requirements**

- In case of inclement weather, do not call. Updates will be posted as needed on the website and on the office voicemail at 610-873-4002. No information means "It's On".
- Location: Embreeville Sports Complex, just west of West Chester on Strasburg Road.(Rt 162)  
MapQuest search: 900 Ryan Blvd, Coatesville, PA
- Expected attendance: 8000+ over the 2 days. Saturday being the highest traffic day.
- **Set up times: Fri. 6/15 4:30-6:00. Sat. 6/16 12:00-2:00pm.** Exhibitors should plan to arrive in time to unload and remove their cars or trucks from the area prior to gates opening to the public at 6:00. If you require a lot of room to pull in a trailer you need to contact me to discuss. **There is no overnight parking.** Vehicle access to the vendor area will be prohibited during public hours. You must commit to staying till 10:00 pm.
- All exhibitors must provide their own tables, booths or equipment.
- Access to water nearby.
- **Limited Electrical Service is available for an additional fee:** Generators will not be permitted at this year's festival due to the overwhelming noise complaints from last year. If you require or wish to have electrical service you must include the electrical fee with your application payment. These fees are for **120 volt/20 amp plugs** ONLY. First come first serve before 4/15. If you have different needs, go ahead and reserve your space and fill in electrical need information. We will contact you to discuss options. Rules:
  1. Vendors will supply their own extension cords.
  2. All cords shall be 3-wire grounded.
  3. Try to place all cords, etc. so as not to create a trip hazard.
- **Valid Chester County Health Department Food Permit Required. (Food Vendors Only)**  
**Chester County Health Department** Telephone: 610-344-5938 [www.chesco.org/food](http://www.chesco.org/food)
- Vendor must clean up space at close of event. Violators will not be invited back next year.
- There will be some trash dumpsters provided. Please take what you can with you.
- No alcoholic beverages allowed on field.
- No pets allowed in the parking or festival areas. You will be asked to leave and forfeit your fee.
- Space is reserved on a first paid basis. We will try to honor exclusivity requests on a 1st come 1st serve basis so get your application in early. **BE SPECIFIC** on those items that you want to be exclusive.
- Except for event cancellation, **NO REFUNDS** will be considered.

We (WBYA or West Bradford Township) assume no responsibility for accidental injury, damage or theft incurred during your participation in this event.