

Great Forest Park Balloon Glow and/or Race

Event Date and Hours of Vendor Operation

Friday, September 17, 2021 4:30 p.m. – 10:00 p.m.

Saturday, September 18, 2021 11:00 a.m. – 6:00 p.m.

Vendors are required to be present during all hours of operation.

Vendor Lease Fees (2 days)

Booth space will range as follows: 10 x 10 booth – \$1,800.00 Trailer space – \$1,800.00 20 x 10 booth – \$2,400 Larger spaces than 20 x 10 are negotiated for pricing. All vendors will be required to have *clean* tent, trailers and carts and skirted tables. Rental of tents, extra tables and skirting will be offered by Traube Tent Company. Contact me if you're interested in renting tents or other event equipment. Vendors will provide their own signage. All vendor Menu's and pricing must be submitted and approved by **August 31, 2021**. **\$200.00 deposit** for each space along with a single **\$ 250 dollar security deposit** is due with your vendor application by **July 30, 2021**. **PLEASE MAKE CHECK PAYABLE TO "ARCIS GOLF"**.

Parking

One parking space permit per vendor will be provided. Parking will occur in the Muny lot and along Union Drive. Depending on the size a Vendor may be allowed to park a vehicle with back stock at booth location(s) or close to your booth(s). Vendor parking permits will be sent with confirmation materials.

Field Access, Trash Clean Up and Security Deposit

A map will be provided that shows the entry point and exit to the field. At no time can you bring a vehicle on or off Central field without an escort from the race. Areas where you can drive will be clearly marked. You must remove your trash each evening to the large trash dumpster located along Wells Drive. Do not put trash in the Park Department Cans as those are for Patrons. Union will be closed from Macklind to Faulkner. Entering or Exiting the field w/ out a Race team member and or failure to clean up your trash will result in forfeiture of your \$250 security deposit. Access Road will be on the Northeast end of the field at the corner of Faulkner & Union.

Sales

This is a **cash sale event**. We strongly recommend that food and beverage be priced in even dollar increments. All profits are yours to keep. We ask that you price reasonably this is intended to be a family event. All prices must be submitted with menus and approved.

Beverages

NO BOTTLES (plastic or glass). Ice will be available at \$3.50 per 20 lb bag. **NO** Soda, Water, Beer, Liquor , Wine, Sports Drinks, or lemonade can be sold. If you are interested in a Lemonade sponsorship please contact me at the phone number below.

Terms of Lease and Application Information

Please review carefully the terms of the Vendor Lease Agreement. Provide the information requested on the final page, and **return pages 2 & 3 by July 30, 2021**. Your complete information on security, arrival, unloading and set-up procedures, certificate of insurance requirements, parking passes, etc. will be sent to you on the Labor Day weekend. **Lighting - you will need to provide lighting for the Balloon Glow for your area. No electric is provided. Water is provided – if you are going to need water- please let me know so I can try and place your booth close to the sources available.**

NOTE: This contract is for a One day event, Glow Only or Two day event, Glow & Race. The vendor fees include 1 day or both days, depending on your selection. The balance is to be paid by end of business Friday, September 17, 2021. Final payment made by money order, cashier check, or cash may be submitted on Friday, September 17, 2021. Personal/Business checks MUST be received NO LATER than Friday, September 3, 2021.