



2025 NON-FOOD / MERCHANT VENDOR APPLICATION PACKET

EFFECTIVE: FEB 10, 2025

TO: Non-Food / Merchant Vendor Applicants

FROM: Ashland BalloonFest, Inc.

RE: 2025 Ashland BalloonFest Non-Food - Booth Information

Ashland BalloonFest Official Dates: June 26-June 28, 2025

Hello and thank you for reaching out in support of the Ashland BalloonFest. We welcome your interest in the 35th Annual Ashland BalloonFest. We hope to have another successful weekend, which is not possible without our Non-Food Vendors.

Once your application has been received, it will be reviewed by the Ashland BalloonFest Committee to ensure the needs of the festival are met. All applications must be received by April 01, 2025 to be reviewed and qualify for festival participation. By submitting this application, you acknowledge it is not automatic approval / acceptance regardless of your past participation and history with BalloonFest. After the committee reviews all submitted applications, all vendors will be notified of a Yes/No decision by April 11th. Please supply us with a current cell phone number and email so that we can notify you of the committee's decision and any additional correspondence, if applicable. Payment from all approved vendors must be paid by June 13, 2025 or a late fee of \$25.00 will be applied and your vendor space is subject to forfeit. Thank you for your interest and support in Ashland BalloonFest.

All vendor spaces are a 10' x 10' grassy knoll. All vendor spaces are located in the grass, we do NOT provide tents, chairs, tables, etc. Please refer to the attached Policy & Information sheet for additional details, which has been updated with new verbiage and criteria for 2025. Absolutely no generators are permitted to be used. If you have a vendor space with electric all loads will be limited to no more than 15 Amps per space. You will be responsible for providing your own 100 ft, Heavy Duty, 12 ga, grounded extension cord rated for outdoor use. All extension cords and power strips will be reviewed by the on-site electrician and improper extension cords for the intended use and load will be prohibited.

Your booth must be set up and open starting at 4:00 PM daily, Thursday through Saturday. Since there is no security at the field during the night, you will be required to pack up your booth and take it with you each night. One parking pass will be given per rented vendor space. Your booth will operate until 9:00 pm daily, Thursday-Saturday. No vehicles will be allowed back on the grounds until 10:30 pm or when the crowd has dispersed.

Please email completed application to Leslie.Reber@crl.com or return completed application to:
Ashland BalloonFest, Inc.
Non-Food Vendor Application
PO Box 1144 Ashland, Ohio 44805

If you have any questions, please do not hesitate to contact me:

Leslie Reber
567-217-1204 (cell)
Email: leslie.reber@crl.com



35th Annual
Ashland
BalloonFest

2025 Non-Food/Merchant Vendor Application

BUSINESS/ORGANIZATION: _____

CONTACT NAME: _____

PHONE: _____ EMAIL: _____

ADDRESS: _____

ALTERNATE CONTACT: _____ PHONE: _____

Please list items to be handed out or sold*: Use back of form if needed.

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

***All vendors will charge a reasonable price for their goods and/or services and will be charged a 20% commission on gross sales during the event with a minimum charge being covered by the cost of the total booth rental below. All additional commission and an accounting/register of sales due to BalloonFest must be received no later than July 14, 2025 via US mail.**

(Ex. 20% of total sales equals \$600.00 - \$350.00 Booth cost = Additional commission to be paid = \$250.00)

Will a drawing be held at your booth? NO YES _____

Do you need electric? NO YES

Total Number of 10' x 10' spaces you are requesting?

1. W/O Electric (\$300.00 x # of Spaces) \$300.00 x _____ = \$ _____

2. With Electric (\$350.00 x # of Spaces) \$350.00 x _____ = \$ _____

Total = \$ _____*

All applications are due by April 01, 2025 and all vendors will receive a Yes/No decision by April 11, 2025. By signing this document, you agree to all BalloonFest policies & requirements outlined in this application, welcome letter, and policy & information sheet and have read them all thoroughly.

Name (printed): _____

Name (signed): _____

Date: _____



2025 Non-Food/Merchant Vendor Policy and Information

1. **VENDOR APPROVAL:** THE SELECTION OF VENDORS WILL BE MADE BY THE ASHLAND BALLONFEST, INC. TO ENSURE THE NEEDS OF THE FESTIVAL ARE MET. AFTER THE COMMITTEE REVIEWS, ALL VENDORS WILL BE NOTIFIED OF A FINAL YES/NO DECISION BY APRIL 11, 2025. BY SUBMITTING THIS APPLICATION, YOU ACKNOWLEDGE IT IS NOT AUTOMATIC APPROVAL / ACCEPTANCE REGARDLESS OF YOUR PAST PARTICIPATION AND HISTORY WITH BALLOONFEST.
2. **OPERATING HOURS:** YOUR BOOTH WILL BE OPEN AND OPERATING FROM 4:00PM TO 9:00PM THURSDAY THROUGH SATURDAY. ON SATURDAY YOU ARE ABLE TO OPEN EARLIER IF YOU WOULD LIKE BUT NOT REQUIRED.
3. **SET-UP AND TEARDOWN:** VENDORS MAY SET UP FROM 1:00 PM TO 3:00 PM THURSDAY THROUGH SATURDAY. VEHICLES WILL BE PERMITTED ON THE FIELD FOR UNLOADING. ONCE UNLOADED IT MUST BE PROMPTLY PARKED IN THE DESIGNATED AREAS. DUE TO TIMING AND SPACE, THEY CAN'T SIT ON THE FIELD UNTIL THE LAST MINUTE. TEARDOWN IS PERMITTED AT 9:00 PM ON ALL 3 DAYS. ITEMS CAN ONLY BE CARRIED TO YOUR VEHICLE. NO VEHICLES WILL BE PERMITTED ON THE GROUNDS UNTIL AT LEAST 10:30 PM OR SOONER DEPENDING ON WHEN THE CROWD HAS DISPERSED.
4. **PARKING: ONE VEHICLE** WILL BE PERMITTED ON THE EAST END OF THE FIELD. PARKING PASS WILL BE GIVEN TO YOU ON THURSDAY AT SET UP.
5. **SITE CLEAN-UP AND MAINTENANCE:** WILL BE DONE BY ALL OF THE VENDORS TO ENSURE THE PROPER CLEAN-UP OF THE AREA IMMEDIATELY SURROUNDING THEIR LOCATION. IF YOUR LOCATION IS NOT CLEANED, YOUR RETURN NEXT YEAR WILL BE AT THE DISCRETION OF THE COMMITTEE. YOU MUST TEAR DOWN YOUR BOOTH EACH NIGHT AND TAKE IT WITH YOU EACH NIGHT. IF YOU CHOOSE NOT TO TEARDOWN, WE ARE NOT RESPONSIBLE FOR ANYTHING LEFT OVERNIGHT. THIS INCLUDES, BUT IS NOT LIMITED TO, MERCHANDISE, TENTS, TABLES, CHAIRS, ETC.
6. **TRASH DISPOSAL:** THIS WILL BE YOUR RESPONSIBILITY. PLEASE BREAK DOWN ANY BOXES, ETC. AND PLACE THEM IN THE RECYCLING BIN ON THE WEST SIDE OF THE FIELD. OTHER TRASH IS TO BE PLACED IN PROPER RECEPTACLES.
7. **THE USE OF GENERATORS IS STRICTLY PROHIBITED.**
8. **ASHLAND BALLOONFEST WILL NOT BE SUPPLYING TABLES, CHAIRS, OR TENTS:** IF YOU ARE USING A TENT, IT MUST BE STAKED DOWN ON ALL 4 CORNERS AND PROPERLY SECURED IN CASE OF WIND. YOU WILL BE PROVIDED WITH A 10' X 10' GRASSY KNOLL SPACE. WE ARE NOT RESPONSIBLE FOR DAMAGED TENTS OR MERCHANDISE IN CASE OF WEATHER IF THEY ARE NOT TAKEN DOWN EVERY NIGHT.
9. **USE OF ELECTRIC WILL BE AVAILABLE:** IT CAN BE NO MORE THAN 15 AMPS PER SPACE. YOU NEED TO PROVIDE A 100 FT, HEAVY DUTY 12 GAUGE, GROUNDED EXTENTION CORD. OUR ELECTRICIAN WILL HAVE FINAL SAY ON ALL CORDS AND POWER STRIPS. THE NEED OF ELECTRIC MUST BE NOTED ON YOUR APPLICATION.



10. **BEVERAGES:** THE ASHLAND BALLOONFEST WILL BE SELLING ALL BEVERAGES.
NO NON- FOOD/MERCHANT VENDOR WILL BE PERMITTED TO SELL OR GIVE AWAY BEVERAGES.

11. **FOOD ITEMS:** ONLY FOOD VENDORS ARE PERMITTED TO SELL FOOD/CANDY/SNACK ITEMS.
YOU CAN NOT GIVE ANY FOOD/CANDY/SNACK ITEMS OUT AT YOUR BOOTH.

12. **GAMES/RAFFLES: NO GAMES OR RAFFLES ARE PERMITTED AT YOUR BOOTH.**
DRAWINGS WILL BE PERMITTED AS LONG AS IT IS DISCLOSED ON YOUR APPLICATION.

13. **SALES OF GOODS AND/OR SERVICES:** ALL VENDORS WILL CHARGE A REASONABLE PRICE FOR THEIR GOODS AND/OR SERVICES. ALL ITEMS SOLD AND SERVICES PERFORMED ARE AT THE DISCRETION OF THE ASHLAND BALLOONFEST. VENDORS WILL BE CHARGED A 20% COMMISSION ON GROSS SALES DURING THE EVENT WITH THE MINIMUM CHARGE BEING COVERED BY THE COST OF THE TOTAL BOOTH RENTAL. ALL ADDITIONAL COMMISSION AND AN ACCOUNTING/REGISTER OF SALES DUE TO BALLOONFEST MUST BE RECEIVED NO LATER THAN JULY 14, 2025. SELLING OR PROMOTING SERVICES NOT LISTED ON YOUR APPLICATION, INCLUDING ANY TYPE OF WEAPON, INAPPROPRIATE ITEMS, DRUGS, ALCOHOL, OR OTHER ITEM NOT DEEMED APPROPRIATE FOR A FAMILY EVENT WITH KIDS WILL RESULT IN IMMEDIATE REMOVAL FROM BALLOONFEST GROUNDS AND FORFEITING YOUR PAYMENT.

14. **YOU MAY NOT ROAM THE CROWD TO HAND OUT OR SELL ANY ITEMS:**
YOUR BOOTH IS THE ONLY LOCATION YOU ARE PERMITTED TO HAND OUT OF SELL ITEMS. SOLICITING OUTSIDE OF YOUR BOOTH SPACE IS PROHIBITED. YOU MAY ONLY HAND OUT ITEMS, SELL ITEMS OR SERVICES IF SPECTATORS APPROACH YOUR BOOTH WITH INQUIRIES. PUSHING COLLATERAL / ITEMS ON SPECTATORS OR CALLING OUT TO INVITE SPECTATORS TO YOUR BOOTH IS PROHIBITED AND CAN RESULT IN IMMEDIATE REMOVAL FROM BALLOONFEST GROUNDS AND FORFEITING YOUR PAYMENT.

15. **FEES:** ONCE A FINAL DECISION IS MADE, FEES FROM ALL APPROVED VENDORS MUST BE PAID BY JUNE 13, 2025 OR A \$25.00 LATE FEE WILL BE APPLIED. YOUR SPACE MAY ALSO BE SUBJECT TO FORFEIT. ALL FEES PAID ARE NON-REFUNDABLE DUE TO ANY CIRCUMSTANCE INCLUDING BUT NOT LIMITED TO WEATHER OR ACTS OF GOD.

16. **BEHAVIOR:** PLEASE REMEMBER THAT THIS IS A FAMILY EVENT. **REFRAIN FROM ANY USE OF INAPPROPRIATE OR VULGAR LANGUAGE.** YOU MAY BE ASKED TO LEAVE THE PREMISES IF THIS POLICY IS BROKEN.

17. **ALCOHOL:** THIS IS STRONGLY PROHIBITED ON BALLOONFEST GROUNDS! IF WE SEE ANY VENDORS WITH ALCOHOL, YOU WILL BE ASKED TO LEAVE IMMEDIATELY. THIS IS A FAMILY FRIENDLY EVENT.

I HAVE READ AND ACCEPT THE POLICIES LISTED ABOVE.

Signature of Vendor Applicant: _____ Date: _____