



VENDOR HANDBOOK

www.balloonfesthv.com

Thank you for your interest in the 35th Annual JPMorgan Chase Hudson Valley Hot Air Balloon Festival at Tymor Park in Union Vale, NY. If you are joining us for the first time, welcome! If you are returning, welcome back.

Please take a few minutes to review the information in this booklet. It is a useful guide to all operational protocol during the Festival. If you are approved as a vendor, you will be expected to know, understand, and abide by the policies within this handbook.

IMPORTANT: This is a juried event, meaning you must submit information to apply, and not all applications are accepted. Before filling out an application, email info@balloonfesthv.com with the following prequalification questions:

1. Company Name, E-Mail and Phone Number
2. Are you a member of the Dutchess County Regional Chamber of Commerce? **Y** or **N**
3. Product/service you are selling/promoting:
 - If you're a food vendor, please submit the style of food (examples: Mexican, Italian, Dessert) and a full menu.
 - If you are retail sales/display/craft/promotional vendor, please submit the items you sell/promote.
4. Have you been a vendor of ours in the past? **Y** or **N** (If Yes, what was your last year vending?)
5. Photos of your current setup.
6. Will you like to be open with a retail booth or to serve breakfast during morning hours (5:30AM-9AM). **Y** or **N** (NOTE: This is optional, but we must know in advance, and we will limit vendors in categories that are open based on first-come-first-serve.)
7. What size space do you need for your entire setup? **EVERYTHING** must be in requested space. See application for sizing options. If you need a custom space, please email info@balloonfesthv.com.

We will promptly notify you if you should download the application and apply. Applications will not be accepted via email, and we do not take Credit Cards.

Have questions? Call (845) 454-1700 ext. 1000 or email: info@balloonfesthv.com

Payments must be made with Cash, Check or Cashier's Check. Credit or Debit Cards are not accepted.

Make checks payable to: The Chamber Foundation, Inc.

Mailing Address: The Chamber Foundation, 1 Civic Center Plaza, Suite 400, Poughkeepsie, NY 12601

VENDOR APPLICATIONS:

The Chamber Foundation of the Dutchess County Regional Chamber of Commerce accepts VENDOR APPLICATIONS from both our members and non-members for the following categories:

- Food Trucks & Food Concessions (no alcohol)
- Retail Sales Concessions / Retail Display Promotion
- Craft Beverage or Hudson Valley Artisan Vendor (Craft Beverage Vendors must be for tasting only, no onsite or offsite consumption sales)

If you do not fall into one of the above categories or available size spaces, please contact us to request your needs.

Here is how the vendor application and approval process works:

- Before filling out an application, email info@balloonfesthv.com with the above requested items on the first page of this handbook. We will promptly notify you if you should apply. We will jury and weigh many factors such as competition already accepted in your category and professionalism of vendor operation based on past experience/photos provided. We reserve the right to deny anyone, for any reason at any time. For example, if we see handwritten signage, we will likely deny your application. All applications are chosen based on the product/services category availability, the application and support materials, concessions experience, and booth presentation and availability.
- **WE DO NOT ACCEPT VENDOR PLACEMENT REQUESTS AS VENDORS ARE PLACED IN ACCORDANCE WITH FESTIVAL NEEDS. VENDOR SPACES ARE NOT THE SAME FROM YEAR TO YEAR.**
- Once you are approved to fill out the application, then you must submit it in its entirety and send full payment, with a \$250 deposit, within 10 days of notification of acceptance. If we do not receive full payment with deposit within 10 days of being approved to vend, then we reserve the right to release your space to another vendor on the waiting list. There are no exceptions.
- All vendors must submit a Certificate of Insurance (COI) naming the correct parties as additionally insured and a completed W9, no later than August 1.

Additionally Insured for COI:

- The Chamber Foundation, 1 Civic Center Plaza, Suite 400, Poughkeepsie, NY 12601
- Dutchess County Regional Chamber of Commerce, 1 Civic Center Plaza, Suite 400, Poughkeepsie, NY 12601
- Town of Union Vale, 249 Duncan Road, Union Vale, NY 12540
- Food vendors must submit a Department of Health Permit & Safe-Serv Certifications from Dutchess County Department of Health, no later than August 1. See below for more details.
- By submitting the application, you are attesting that you have read the handbook, you are accepting the terms set forth, and all terms become a contract.
- In fairness to everyone, we do not offer exclusivity to any vendor categories and reserve the right to limit the number of vendors in a category, as well as menu or retail items.

- Incomplete applications will not be considered, and applications will be reviewed in the order they are received.
- Hudson Valley Handmade Artisan Vendors must be from the following counties to apply: **Dutchess, Ulster, Orange, Columbia, or Putnam**. If you are an Artisan Vendor that is not within these counties then you may still apply, but you would fill out the standard vendor form.
- Vendor spaces will not be held until you are approved to vend, **AND** we receive your Application Form **AND** full payment with the required \$250 deposit.
- Accepted vendors are required to attend all three (3) days of the event. No exceptions. If you are late or miss a day, you are not entitled to return of your payment or deposit. If you are late or miss a day, you will not be invited back and shall not finish out the remainder of the event.
- No refunds. No exceptions. Not for any reason. We have held a space for you that we could have sold as this event sells out each year. The wedding you forgot about is not a reason to cancel and receive a refund. If you or your staff are ill, it is your responsibility to find coverage.
- If you signup to vend for breakfast and do not show, you will not receive your deposit back.
- If you leave early, are late or do not show up for one of the dates/times the gates are open then you will not receive your deposit back. If you are late and do not arrive on time, we will not allow you to setup and you will forfeit your right to be at the event along with the payment and deposit.
- If you show up and take more space than you requested on your form, you will be asked to pay the difference prior to gates opening or move into the space that you reserved on your form.
- Religious and political vendors are prohibited from vending at the festival. Decisions as to the relevance of vendors is left to the discretion of the organizer.
- The organizer withholds the right to ask any vendor to leave at any time for any reason. If a vendor does not abide by the guidelines within this handbook, and or does not meet the standards of the festival, then such vendor will be asked not to leave and not return as a vendor, which includes leaving the event without a refund or return of deposit. Unethical and controversial practices will not be tolerated.
- If you do not leave your space as clean as it was when you arrived, then you will not receive your deposit back.
- You must place all your garbage in the large dumpsters provided during and after the event. If you do not do so, then you will forfeit your deposit.
- If you do not have the proper professional signage, then you may be asked to leave or remove the signage. NO handwritten signs or pricing unless on a chalkboard.

- BE PREPARED WITH ENOUGH SUPPLIES! If you do not have enough supplies to serve the crowd, then you will not receive a deposit back. This is a reflection the festival and we will receive bad publicity. The vendor is never named for being out of supplies – it is always the fault of the festival in the eyes of the customer. Be mindful that we do our best to give the same professional experience to every guest.
- You may not leave vehicles on the grounds to restock unless you have paid for the vehicle to be in your space. A vendor parking lot is located ½ mile from the vendor site. Should you need to restock, we can assist with a UTV vehicle, when one becomes available, for the purposes of transporting supplies only. We will not shuttle staff that are late to and from vendor parking.
- All vendors MUST park in the vendor lot. If it is found that you are parking in a nonvendor area, your vehicle will be towed.
- No pets are allowed onsite. This means that no pets are allowed to be left in vehicles, tents, campers, etc.
- Deposit checks can only be refunded to the entity that submitted payment and will be done so within 90 days following the event.
- Tent vendors shall not cook under a tent. No exceptions!

IMPORTANT NOTES:

INSURANCE CERTIFICATES DUE BY 8/1. FOOD VENDORS MUST ALSO INCLUDE HEALTH PERMIT & SAFE SERVE CERTIFICATION PAPERS FROM THE DUTCHESS COUNTY DEPT. OF HEALTH. ***Failure to meet the August 1, deadline may result in cancellation of your vendor space and loss of the full amount paid. NO REFUNDS.*

TOWN OF UNION VALE REQUIREMENTS BY CODE

- There will be a pre-site fire safety inspection for the Balloon Festival. A pre-site fire safety inspection will be performed by the town of Union Vale inspector.
- The following must be supplied/followed and will be enforced to ensure the safety during this event:
 - All vendors requiring any cooking devices must provide a fire extinguisher at their site.
 - Grills/cooking instruments cannot be under a tent.
 - All cooking units must be a minimum of 3' from and combustible materials.
 - All electrical wiring to service, including vendor generators, will be inspected for compliance to applicable electrical codes.

In addition to the Town of Union Vale, the Dutchess County Department of Health inspectors will also be onsite during the event and will do a preopening inspection as well as remain onsite for follow up inspections.

NYS Department of Taxation/DOS or other Federal, State, County and Local agencies may be onsite for inspection purposes. This may include, but not be limited to sales tax collection, SLA permitting requirements and more.

HOURS OF OPERATION AND SETUP HOURS:

- SEPT. 3: EARLY VENDOR CHECK-IN OPEN 11 A.M. – 4 P.M.
- SEPT. 4: VENDOR CHECK-IN OPEN 9 A.M. – 2 P.M
- SEPT. 4: GATES OPEN TO PUBLIC AT 2:30 P.M. GATES CLOSE AT 8:30P.M. ANY VEHICLES USED FOR SETUP MUST BE MOVED TO THE VENDOR LOT NO LATER THAN 2PM.
- SEPT. 4 & 5: GATES OPEN 5:30 A.M. – 9 A.M. FOR MORNING BALLOON LAUNCH. MORNING TIME IS OPTIONAL AND LIMITED TO FIRST-COME-FIRST-SERVE. YOU MUST NOTIFY US IN ADVANCE TO OPEN DURING MORNING HOURS. RESTOCKING HOURS ARE FROM 9 A.M. – 2 P.M.
- GATES REOPEN 2:30P.M. – 8:30 P.M.

CHECK IN & SET UP TIME FOR VENDORS IS LOCATED AT 8 TYMOR PARK ROAD:

- **Thursday, September 3, 11 a.m. - 4 p.m. and Friday, September 4, 9 a.m. to 2 p.m.*** **All vendors must be set up AND have moved all support vehicles to designated parking areas by 2:00 p.m. Friday. LATE ARRIVALS WILL NOT BE ALLOWED IN AND YOU WILL FORGO THE REMAINDER OF THE WEEKEND WITHOUT A REFUND. All vendor employees must have a vendor pass for entry (NO EXCEPTIONS).*

BALLOON FESTIVAL HOURS OF OPERATION – VENDORS ARE REQUIRED TO ATTEND ALL THREE DAYS. NO EXCEPTIONS.

- **Friday, September 4** - Festival opens on Friday at 2:30 p.m. and closes at 8:30 p.m. All vendors are expected to be open for business for the full amount of time.
- **Saturday & Sunday, September 4 & 5** - Festival hours are 5:30 a.m. to 9 a.m. each morning for a 6 a.m. balloon launch. For security and competition purposes, you must request in advance, to be open during the morning hours on your registration form. Only vendors who have requested and have been pre-approved to open for the 5:30 a.m. – 9 a.m. shift are open during this time. At 9 a.m. announcements are made that gates are closed, and people are asked to leave. The Balloon Festival reopens at 2:30 p.m. thru 8:30 p.m. Admittance is charged during hours of operation. **All vendors are to be open during the hours of operation (except for morning hours, unless requested) or you will forfeit your deposit.**

VENDOR PACKETS & TICKETS:

- **Six (6) Vendor Tickets are included in your Vendor Packet. You may purchase additional tickets on your registration & contract.** It is your responsibility to make sure your staff has a Vendor Ticket to enter the Balloon Festival. Everyone entering the Balloon Festival, must have a ticket. Vendor tickets are to be used solely for staffing the booth. Violation of this will result in not getting your deposit returned.
- **All vendor vehicles will be parked in the Equestrian Center ½ mile from the vendor sales area. Two (2) Vendor Parking Passes are included in your Vendor Packet to be placed on dashboards of support vehicles for access to parking in designated Vendor Parking Area.** Vendor vehicles may not park in any other areas of the venue and must be parked at the Equestrian Center or risk being towed.

**** You may pick up your vendor packet in advance at our offices (1 Civic Center Plaza, Suite 400, Poughkeepsie, NY) between August 3-21, 8:30 a.m. to 4:30 p.m., Monday through Friday. Please contact us prior to pick up.**

Fireworks will take place during/after the hot-air balloon illumination moon glow on each evening of the festival.

Vendors are asked to quickly unload their vehicles and then move to the designated parking area. We also ask all to be polite and keep their product and packing materials from closing aisles and encroaching on other's booth spaces while setting up. All vendors must be within their allotted space. **For example:** If you rent a 10' x 10' space then all of your booth must be contained within that space. Vendors will not be able to remove service trailers and trucks once they are set in place.

All vendors must move support vehicles to designated area 30 minutes prior to gates opening for the festival. You will be notified by our staff when it is safe to bring vehicles back in for restocking or breakdown at the end of each day. No vehicles are allowed inside the grounds during hours of festival operation. Removal of goods or dismantling any portion of a booth will not be allowed during hours of festival operation.

Vendors that require removal of their food truck after festival hours each evening will be allowed to do so after the field is cleared of patrons. We will need you to denote as such on your application, so you're appropriately placed.

INSURANCE CERTIFICATES AND W9 ARE DUE BY AUGUST 1:

Certificates of liability insurance must name both of the following as additionally insured for a minimum of \$1 million to be accepted:

- The Chamber Foundation 1 Civic Center Plaza, Suite 400, Poughkeepsie, NY 12601
- Dutchess County Regional Chamber of Commerce, 1 Civic Center Plaza, Suite 400, Poughkeepsie, NY 12601
- Town of Union Vale, 249 Duncan Road, Union Vale, NY 12540

Certificates of Insurance can be faxed to ATTN: Balloon Festival at (845) 454-1702 or emailed to info@balloonfesthv.com.

All vehicles driving on the ground's property must have valid auto insurance coverage.

W9:

Send a Completed W9 Form to: The Chamber Foundation 1 Civic Center Plaza, Suite 400, Poughkeepsie, NY 12601. Find the form here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

NY STATE SALES TAX:

It is the responsibility of the vendor to obtain proper documentation from the NYS Sales Tax Office. A search on the Internet for How to Register for New York State Sales Tax: Tax Bulletin ST-360 will guide you to the appropriate website. Your Sales Tax Certificate should be on display at your booth location.

FOOD TRUCKS/VENDORS DEPT. OF HEALTH PERMITS DUE BY AUGUST 1:

Food permits can be obtained from the Dutchess County Department of Behavioral & Community Health, 85 Civic Center Plaza, Suite 106, Poughkeepsie, NY 12601, (845) 486-3404. For more information visit <https://www.dutchessny.gov/Departments/DBCH/dbch.htm>. You must send us a copy of the Health Permit and Safe-Serv Certifications no later than August 1.

Every food truck/vendor must have an appropriate fire extinguisher present at all times.

For the safety of our guests, the Dutchess County Department of Health will be onsite at the festival all weekend to ensure you're following all rules and regulations. A pre-event inspection will take place at the event by the DOH. The Town of Union Vale Building Inspector will also be onsite to ensure you are following the aforementioned policies.

FORKLIFTS:

Forklifts are not available at Tymor Park.

ELECTRIC:

ONLY QUIET GENERATORS are allowed and must be set within the designated vendor's space. There is not electrical service available at Tymor Park and all vendors must be self-contained. Do not ask the festival organizers or the park personnel for electric. Do not plug into any power sources on property as they are reserved for park needs.

INTERNET ACCESS/WIFI:

There is not internet access or WiFi on premises. Be prepared with a hotspot.

SEWER:

There are not sewer hookups at Tymor Park. Any dumping of gray water on the grounds is subject to fines and penalties from the Department of Environmental Conservation and the Department of Health and loss of deposit. You will also be subject to any cleaning fees associated with dumping of any materials on the grounds.

WATER:

There are not any water hookups for fresh water at Tymor Park. This is the responsibility of the vendor to bring a water supply and be self-contained. Do not ask the festival organizers or the park personnel for water.

SECURITY:

Security will be on duty overnight on the grounds. Neither the festival nor the Town of Union Vale will be responsible for any valuable items left unattended. Lock up your booths appropriately and put away valuables.

VENDOR TENTS:

All outdoor concessions must be covered. Easy up tents are acceptable and must be anchored. All tents must be weighted with a minimum of 25 pounds of weight per leg using sandbags, cinder blocks, etc. or staked and be able to withstand strong winds. To avoid the possibility of hitting underground water and electrical lines, permission and placement of all tents must be secured before being set up and therefore cannot be moved without permission. You are responsible for driving any stakes in the ground at your own risk and will be liable for any damages caused by such action. Lighting is the responsibility of the vendor and should be energy efficient. Halogen and Quartz lighting are not allowed. NO cooking is allowed under a tent whatsoever.

CONCESSIONS OPERATIONS:

Vendors are responsible for abiding by all Federal, State and local laws of employment and operations. Vendors assume full responsibility for the proper care, protection and operation of their space and will be held responsible for the conduct and acts of their employees or agents. Appropriate dress is expected from vendors and their employees. Vendors are responsible for all accidents or worker injury at the space. All business must be conducted within the bounds of the vendor space. No cigarettes, cigars or e-cigarettes are permitted in vendor space at any time. Consumption of alcohol by vendors is prohibited.

***No items can be sold without previous authorization.

***As per the rules put forth by the Town of Union Vale, Styrofoam is prohibited for use as a food container provided by vendors.

NOISE:

No loudspeakers, music or loud noise of any kind is allowed.

GARBAGE/TRASH & RECYCLING:

Vendors are to take trash, boxes or other items for removal to dumpster at close of each day. *Sunday evening cleanup begins at 8:30 p.m.* **ALL FOOD VENDORS MUST PROVIDE A MINIMUM OF ONE GARBAGE AND ONE RECYCLING RECEPTACLE IN ADDITION TO ONE HAND-SANITIZING STATION. If you fail to remove trash at and place it in the provided dumpsters then your deposit will not be returned.**

RECYCLING:

Cardboard must be broken down; plastics, glass and tin must be rinsed and placed in plastic bags and placed in the appropriate receptacles at close of each day.

FIRE RULES AND REGULATIONS:

Decorations and any inflammable material will not be permitted. All exhibits and display material must be flameproof and pass the State Police and Fire Marshall inspection and approval. No gasoline stoves for cooking or heating, or storage of any inflammable liquids in booths or buildings. Anyone cooking in any type of booth must have a working fire extinguisher in the booth. Cooking under a tent is prohibited by the town of Union Vale and the County of Dutchess. All cooking must be outside of the tent so plan accordingly when purchasing a space.

NO SMOKING ON THE GROUNDS, IN VEHICLES, BUILDINGS, TENTS OR STRUCTURES.

ADVERTISING MATTER AND SALES:

Not allowed to distribute advertising matter in the rounds except from place of business, where such privilege is granted. The tacking or posting of *any* advertising cards or signs on outside of buildings, vehicle windshields or anywhere other than your designated booth is prohibited. All signs must be inside concession area. No adhesive materials can be distributed. Sales are not to be made outside of the confines of your designated vendor space.

SIGNS:

Only items listed on the contract will be allowed for display or sale. **No hand-written signs will be allowed unless it is a chalkboard sign.** All signs must be professionally generated. You will be asked to leave if we find that you are not following this policy.

BANNED ARTICLES:

The festival will enforce the regulations of shirts required, no pets, no bare feet, no scooters, no bicycles, no motorized vehicles, no skateboards, or no skates on the grounds. The following items are not allowed: guns, knives (excepting kitchen cutlery), poppers, cap guns, smoke bombs, fireworks, explosives, drug paraphernalia, stretch bottles, drones, cigarettes or e-cigarettes, silly string, laser pointers, any type of blowgun and any other item deemed dangerous or controversial by management. Obscene and inappropriate materials are forbidden. The management reserves the right to make these judgments. No stickers or adhesive materials can be distributed or applied to patrons or grounds.

INTOXICATING BEVERAGES:

No one admitted to the festival is ALLOWED TO CARRY ON THE PREMISES OF THE GROUNDS ANY BEER, WINE, OR ALCOHOLIC BEVERAGES to be consumed on the grounds.

PET POLICY:

Insurance regulations rule that pets will not be permitted within the park. (Exception: dogs in contracted shows, acts or performances, and Service Animals). No pets are allowed on the grounds whatsoever unless the pet is able to perform a lifesaving function.

RAFFLES:

Raffles and drawings, free or paid, & donation collection aren't allowed unless authorized by the festival.

ICE

Please bring your own ice. We will attempt to make ice available from a vendor if we can make those arrangement in advance, but this is not a guarantee. There is a large ice and water distribution center within a two miles/4 minutes from the festival grounds: Freihoffer Ice and Spring Water, 28 Freihoffer Lane, Lagrangeville, NY 12540, (845) 223-3113. **Arrangements must be made in advance.**

PROPANE

Bottini Fuel is the fuel purveyor for the festival. They will be on the grounds on Saturday & Sunday. You must pay the supplier at time of fill up. NOTE: They will not be on the ground prior to opening on Friday, so arrive full.

COVID/SICK POLICY

We do not refund application fees/deposit if you do not show up. This is regardless of being sick or having tested positive for COVID-19. It is your responsibility to provide coverage for your vendor booth during the hours of operation of the festival.

INCLEMENT WEATHER POLICY

We do not refund application fees/deposit if there is inclement weather. We advertise the festival as being open rain or shine. We cannot control weather conditions and inclement weather at an outdoor event is a risk you take when registering for this event. Attendance is never a guarantee.

OVERNIGHT CAMPER AND TENT CAMPING SITES

There are overnight showers and bathrooms onsite. **Limited** vendor camper and tent camping sites are available on a first-come-first-serve basis. Overnight camping must be arranged and paid for in advance. Tent Camping is \$40/night and Camper parking is \$80/night. To make these arrangements, use the vendor form. Tents are allowed only in designated tenting area. There are not power, sewer and water hookups for RV's. **NO SLEEPING IN CARS OR OTHER VEHICLES.** RVs/Campers will not be allowed on site before 9 a.m. Friday and must be removed by 10 a.m. Monday. Camping permit must be displayed prominently in a front window. **NO OPEN FLAMES** of any kind. Campers must have an appropriate fire extinguisher, and it must be always present.