

Monroe Balloon Rally, Inc.
www.monroeballoonrally.com

Retail Vendor Booth Agreement
Monroe Balloon Rally – Monroe, WI
Father's Day Weekend

This Agreement, for the period of Friday, June _____, 20____ and Saturday, June _____, 20____, shall be between ARC of Green County (hereinafter referred to as "ARC") and the "Concessionaire", which is the organization identified as:

Name of Group or Business _____

Address: _____

City: _____ State: _____

Zip: _____

Designated Contact Person: _____

Email: _____

Phone: (_____) _____ (_____) _____
Daytime Evening

Proposed Activity:

You may participate anytime between the hours of 5pm -10pm Friday or 11am to 10pm Saturday.

When do you anticipate being at the event? _____

Booth is a:

____ Tent _____ (Dimensions) **OR** ____ Trailer _____ (Length – include tongue)

110 Volt Electricity: ____ **YES** ____ **NO** Water: ____ **YES** ____ **NO**
(You **MUST** provide your own outdoor UL Approved extension cords and/or hoses.)

MAILING ADDRESS: Monroe Balloon Festival
W1988 State Rd. 59
Albany, WI 53502

Monroe Balloon Festival

Rules and Guidelines

The primary purpose of the Festival is to promote the civic betterment of the City of Monroe and Green County through a successful balloon festival. A secondary purpose is to provide a mixed environment in which commercial vendors and community not-for-profit groups have the opportunity to engage in activities which are mutually beneficial to the participant and the festival.

The mission of concessions is to offer the attendees of the Monroe Balloon Festival a variety of affordable, delicious foods at a reasonable cost throughout the duration of the event. It is also the goal to offer a variety of entertainment activities to compliment the balloon festival.

1. Participation is open to all vendors and organizations that support the purpose of the Festival. Participants will fill out an application and will gain acceptance by the ARC Board.
2. Policies are set by the ARC of Green County Board of Directors.
3. When mandated by state law, commercial vendors (not non-for-profit) are responsible for obtaining all necessary food permits including a Board of Health permit. ARC also requests commercial vendors to provide a Certificate of Insurance with comprehensive general liability insurance in the amount of \$1,000,000 for business operations.
4. In addition to your booth, only one storage trailer will be allowed in the event area. Other vehicles used to set up the booth **must be parked in a designated area outside the event area. No Exceptions.** Admission to the event is FREE; however, employees or volunteers who choose to park on the grounds will be subject to the \$3 parking fee.
5. Concession areas will be set-up in a neat, orderly and timely fashion. They must be cleaned up entirely at the close of the Festival. Trash must be deposited in the dumpster provided.
6. Cleanliness is to be maintained in and around your concession area, including trash container maintenance.
7. All amplified music or sound shall be kept to a level which does not cause disruption of neighboring activities on the grounds or surrounding residential property.
8. The conduct of all volunteers must be exemplary. Cooperation is necessary to make the Festival enjoyable and a success.
9. Dogs are not permitted on the Green County Fairgrounds unless they are marked as "service" dogs.
10. Prompt payment of 15% commission to the MBR Board' within five business (5) days. **Please remember that your \$50.00 deposit is part of the total 15% fee and is the minimum fee paid by each participating organization per concession.**

Any exceptions to the above requires ARC of Green County approval.

The ARC and Concessionaire agree to the following terms and conditions:

1. ARC grants the Concessionaire certain rights, privileges and space during the period of the Monroe Balloon Festival, as stated above, to sell certain items and/or provide certain activities.
2. The cost of the Concession space shall be as follows:
 - a. A **Non-Refundable** Fifty (\$50.00) Dollar deposit (payable to “ARC of Green County”) shall be mailed with this application to: Monroe Balloon Rally, Monroe Balloon Festival, c/o Lori Stietx, W1988 State Rd. 59, Albany, WI 53502.
 - b. Concessionaire shall contribute fifteen (15%) percent of gross Festival sales or income payable within five business days of the close of the festival. The deposit as described in paragraph 2a. shall be applied to the payment due to the ARC. The minimum fee is \$50.00.
3. It is the responsibility of the Concessionaire to remove all trash generated in the running of their Concession (i.e. cooking waste). During each day, any garbage generated must be bagged and taken to the designated dumpster. At the conclusion of the Festival, any garbage generated must also be bagged and taken to the dumpster. Materials used in the preparation or cooking process must be contained and disposed of in the proper manner and in the proper container. The ARC will be responsible for disposing of trash generated by Festival attendees.
4. This Agreement, or any part thereof, cannot be assigned, sublet, or otherwise disposed of without the written consent of the Committee.
5. Upon acceptance of this application, I, my representatives, and agents agree to comply with the Monroe Balloon Festival Rules and Guidelines, which are expressly made a part of this application. I do also accept full and complete responsibility for all merchandise, property and persons involved in my participation.
6. In consideration of the acceptance of this application, I agree for myself and my employees, agents, successors and officers, to **INDEMNIFY AND HOLD** the ARC of Green County, board members, representatives, officers, agents successors, volunteers, as well as the Green County Fair Association, Monroe Balloon Rally, Inc. **HARMLESS** of and from any and all liability, claims, demands, actions, judgments, suits, procedures, costs, expenses, damages and liabilities, including attorney’s fees brought as a result of the Concessionaire’s participation in the Monroe Balloon Festival and/or as a result of any negligence on behalf of the Concessionaire and to reimburse them for any such expenses if so incurred.

ARC of Green County Representative Date

Booth Participant Rep., Date