



# **BALLOONS OVER ANGEL FIRE**

**June 17-19, 2016**

**Angel Fire, New Mexico**

## **Vendor Rules and Regulations**

**PLEASE READ VENDOR RULES AND REGULATIONS BEFORE SUBMITTING YOUR APPLICATION. WE RESERVE THE RIGHT TO DENY VENDORS, LIMIT NUMBER OF SPACES SOLD TO VENDORS AND LIMIT THE NUMBER AND TYPES OF VENDORS. NO PERSON HAS THE AUTHORITY TO VARY OR CHANGE ANY RULES UNLESS IT IS IN WRITING, AGREED TO BY THE VILLAGE OF ANGEL FIRE BALLOONS OVER ANGEL FIRE FESTIVAL COMMITTEE, AND ATTACHED TO THE VENDOR'S APPLICATION ON FILE WITH THE VILLAGE OF ANGEL FIRE. PLEASE KEEP RULES AND REGULATIONS ON FILE SO YOU CAN REFER BACK TO THEM WHEN NEEDED.**

### **LOCATION**

The location of the Balloons Over Angel Fire Launch Field is on NM Hwy. 434 (Mountain View Blvd.). approximately 2 miles north of downtown Angel Fire.

### **OPERATING HOURS**

Vendors must be ready and open for business beginning at 7:00 AM each morning of the balloon launches. (June 17, 18 & 19, 2016) The Balloon Launch Field will close at noon (12:00 PM) each day. Allowances will be made for opening by 8:00 AM on the first day of the event. Vendors are required to operate between the hours of 7:00 AM and 12:00 PM each day of Balloons Over Angel Fire. The Launch Field will be open at 6:00 AM each morning.

### **DEADLINE**

APPLICATION DEADLINE IS FRIDAY, JUNE 3, 2016. NO EXCEPTIONS.

### **CANCELLATIONS**

THERE ARE NO REFUNDS FOR CANCELLATIONS. NO EXCEPTIONS.

### **CHECK IN**

All vendors MUST check in at the Vendor tent area no later than 7:00 AM on Friday, June 17, 2016 to receive their booth space assignments. Festival staff will direct them to their correct location and oversee set-up. Vendors not arriving by 7:00 AM will be considered "no-show" and in the best interest of the Festival, their space will be reassigned. There will be no refunds given.

### **BOOTH SPACES/SETUP/TEARDOWN**

Booth spaces inside the tented area are 10'x10' spaces. Booth space assignments will be made on a first received, first paid basis, according to the date of the completed application, payment received and acceptance by the Festival. Set up can begin on Friday morning at 6:00 AM. All booths must be set up and in operation no later than 8:00 AM on Friday morning. All booths spaces will have at least one open wall area to the elements.

Free-Standing Retail and Food outlets are given a 20'x20' space outside and adjacent to the tented vendor area. Booth space assignments will be made on a first received, first paid basis, according to the date of the completed application, payment received and acceptance by the Festival. Set up can begin on Friday morning at 6:00 AM. All booths must be set up and in operation no later than 8:00 AM on Friday morning. If you wish to setup at an earlier time, please contact the Festival staff at (575) 377-6555 before June 3, 2016 and make arrangements for permission of early set up.

All vendors and all related individuals must stay inside their booth area. Business cannot be conducted or solicited outside the assigned booth area. Absolutely no hawking, peddling or advertising is allowed outside of booth or by walking about the Festival grounds. Violators will not be considered in the future.

### **VENDOR MERCHANDISE**

You must list all items to be sold on the vendor application form; only those items listed will be allowed to be sold. No weapons of any kind can be sold at this event which includes but not limited to knives, swords, guns, etc. We reserve the right to remove those items or remove the vendor from the event without notice.

All extra product and supplies stored in the booth shall be covered or screened from view. There will be no storage outside of the 10'x10' booth space.

### **AMPLIFIED SOUND**

Vendors and all related individuals shall not use any sound amplification equipment of any type including but not limited to loud speakers, bullhorns, megaphones, microphones, PA systems, and amplifiers. Vendors shall not use a radio or place music from their assigned space or anywhere else on Festival grounds unless otherwise permitted by Festival, in writing, prior to the opening of the Festival.

### **ELECTRICITY**

Vendors will not have access to electricity in the tented booth spaces. Free-Standing Retail and Food vendors may use a small self-contained generator in their booth area, if needed. Any electrical generators used must meet Federal exhaust requirements.

### **TRASH/CLEANING**

All vendors are responsible for keeping their booths clean and free of trash and debris. Vendors are advised to keep a small trash can or bag available in their booth space. A public dumpster will be provided for the Festival on the grounds.

### **VEHICLES**

Vendors will be given ONE parking pass for the duration of the Festival. This pass will allow you to park in the public parking area at no charge. All other vehicles will be charged \$1 per entrance to the parking area.

Vendor vehicles must be cleared of the vendor booth area no later than 7:00 AM each morning of the Festival.

### **WEATHER**

Because of the nature of this hot-air ballooning event, there may be some mornings that balloons are prohibited from launching. The vendor area will remain open regardless of weather conditions, unless conditions are deemed unacceptable by Festival staff. There are no refunds for weather or otherwise. Vendors must be prepared for wind and rain.

### **SECURITY**

Vendors are responsible for their own booths, supplies and equipment for the duration of the Festival. The Village of Angel Fire Police Department is available at all times of the event.

### **INDEMNITY**

All vendors are responsible for costs of all labor, materials, equipment, supplies and any other items necessary for the performance of their participation in this Festival. The Festival, Village of Angel Fire and Angel Fire Resort will not be held liable for any debt, tax or assessment accrued by any vendor in the operation of their booth or participation. Vendors are responsible for their own liability insurance coverage. The Village of Angel Fire and Angel Fire Resort should be listed along with the liability certificate holder as additionally insured.

### **ALCOHOLIC BEVERAGES**

NO Alcoholic beverages of any kind may be sold or given away by a vendor.

### **ANIMALS**

Animals are discouraged on Festival grounds. Animals typically are not tolerant of the hot-air balloons and may be difficult to control. If you have any animal on the grounds, the animal must remain on a leash and under your control throughout the event.