



February 2024

TO: **ARTS & CRAFTERS, NOVELTY/FLEA MARKET/ COMMERCIAL/
SPECIALTY VENDORS/MILITARY**

FROM: Barbara A. Haluszka, Executive Director

Here we go! It is time to get ready for the 2024 Battle Creek Field of Flight Air Show and Balloon Festival JULY 3 through JULY 7! And, we are sure you will be thrilled with this summer's event!

I sure once you have reviewed the Tentative Schedule of Events, you will agree that we have a great deal happening on our schedule thus far. We have Community Kick off Day with \$10 Parking and "Free" Admission, up to 50 Hot-Air Balloons, Skerbeck Carnival, great bands on stage, two huge Fireworks Display, two Balloon Illumines, THREE AMAZING AIR SHOW DAYS featuring the US Air Force Thunderbird Demonstration Team and the US Air Force A-10 Thunderbolt II Demonstration Team, the US Navy F-18 Super Hornet, the US Army Golden Knights, top civilian aerobatic performers including Firewalker International Pyro and the Wall of Fire! Twilight and Night Air Shows and so much more!

Please be sure to read all the information we provide so that there are no surprises! It is also very important that everyone understand that NO generators will be allowed in the Crafter/Novelty/Flea Market/Specialty/Commercial areas. There is limited power supply for Specialty/Commercial Vendors only. We strongly urge all vendors to bring "solar lights" to have around their Tent/Booth for lights in the evening. We do have light carts and the Food Vendors generate a great deal of light as well. Another change we needed to make is that ONLY FOOD VENDORS can sell water or beverages.

Now, all you need to do is submit your application and send 100% of your booth rental fee. We will review each application and notify you of your acceptance. We will NOT deposit your booth rental check if we are not going to accept you; we will simply notify you and then void the check. Please remember that we only have so much room and we limit the number of duplicate booths. We want everyone to make money and to be happy! We normally accept up to 60 "All Other Vendors" (excluding Food). Therefore, the sooner you send us your information the better your chances are of being accepted! We will accept applications until June 15, 2024, providing space is still available.

Thank you so much for your interest and please do not hesitate to contact me at the office 269-962-0592 or email me barb@bcballoons.com should you have any questions or concerns!

Hope to see you here!

/bah

BC Field of Flight. 3140 5th Avenue. Battle Creek, MI 49037. 269.962.0592. www.fieldofflight.com

2024 BATTLE CREEK FIELD OF FLIGHT AIR SHOW & BALLOON FESTIVAL
JULY 3 – JULY 7, 2024
APPLICATION/CONTRACT FOR

SPECIALTY/COMMERCIAL ~ NOVELTY/FLEA MARKET VENDORS ~ ARTS & CRAFT ~

Name: _____

Company: _____

Address: _____

City, State, Zip: _____

Telephone: _____ E-Mail: _____ Cell: _____

I WOULD LIKE TO BE THE FOLLOWING TYPE OF VENDOR:

Arts & Crafts (Homemade Items): _____ 10' x 10' (\$200); _____ 15' x 15' (\$240); _____ 20' x 20' (\$300)

Novelty and or Flea Market Items: _____ 10' x 10' (\$450); _____ 20' x 10' (\$500); _____ 20' x 20' (\$550);
_____ 30' x 20' (\$650); _____ 40' x 20' (\$750)

Specialty/Commercial: _____ 10' x 10' (\$1,500); _____ 20' x 20' (\$2,500); _____ 40' x 40' (\$3,500)
_____ 40' x 60' (\$5,500); _____ 40' x 80' (\$6,800)

NOTE: The Vendors must keep all product and workers within their allotted space as approved by the Committee!
Application will not be accepted without full booth payment! A \$100 cash deposit will be collected at set up; if your area
is left spotless, you will receive the \$100 cash back.

I WILL BE SELLING OR PROMOTING THE FOLLOWING (a complete list must be provided; we reserve the right to not allow various items at any time):

My Booth is a: _____ TENT; _____ TRAILER; _____ OTHER: _____

NOTE: Storage trailers will not be parked at your booth. There are **NO** electrical hook-ups. We will have "Light Carts" for evening activities and we suggest vendors use "YARD/SOLAR Lights" at your booths in the evening.

____ I will be bringing a storage trailer and I understand it will not be parked at my booth, but I will have accessibility to it. Size of trailer: _____ NOTE: NO overnight camping on the event grounds, storage trailers, etc.!

MAKE CHECK(S) PAYABLE & REMIT TO:

B.C.H.A.B.C. Inc, 3140 5th Avenue, Battle Creek, MI 49037

In signing the application, I, the undersigned, fully understand and agree to all of the terms outlined in the Fact Sheet and Application Rules and all other printed materials provided to me. Furthermore, I understand that any violations could cause immediate forfeiture of space, custodial & maintenance fees paid and removal from event grounds and exclusion from future events. It is further understood that Battle Creek Hot-Air Balloon Championships, Inc., (organizers of the Battle Creek Field of Flight Air Show and Balloon Festival) shall obtain a liquor license and shall receive all profits from the sale of alcoholic beverages and that the licensee will purchase all alcoholic beverage from an authorized source; that the licensee maintains control and responsibility for the actions of all persons or employees operating the concession/vendor business as they relate to the Liquor Control Act and Rules or violations of the Act and Rules; and that the licensee retains control over all portions of the licensed premises. No vendors are permitted to have golf carts of any kind without prior permission.

Signature _____ Date _____

Print Name _____ Date _____

BATTLE CREEK FIELD OF FLIGHT AIR SHOW & BALLOON FESTIVAL

July 3 – July 7, 2024

At the

Battle Creek Executive Airport – Battle Creek, Michigan

ALL VENDOR RATE SHEET

FOOD VENDORS CUSTODIAL FEES

10' Front x 20' - \$ 450.00	25' Front x 20' - \$ 720.00
15' Front x 20' - \$ 495.00	30' Front x 20' - \$ 820.00
20' Front x 20' - \$ 580.00	40' Front x 20' - \$1,130.00

- Fee includes one free water hook-up per space. Generators are provided for rent. (Individual Generators are not permitted.)
- **10% Maintenance Fee on Daily Gross Sales** to be paid to B.C.H.A.B.C., Inc.
- **Food Vendors have exclusives on WATER Sales.**

NOVELTY/FLEA MARKET VENDORS CUSTODIAL FEES

10' x 10' - \$450.00
20' x 10' - \$500.00
20' x 20' - \$550.00
30' x 20' - \$650.00
40' x 20' - \$750.00

- **No** water hook-ups or power available. Individual Generators are not permitted. No Maintenance Fee.

CRAFTERS CUSTODIAL FEES

HOMEMADE OR HAND DECORATED ITEMS ONLY!

10' x 10' - \$200.00	15' x 15' - \$240.00	20' x 20' - \$300.00
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- **No** water hook-ups or power available. Individual Generators are not permitted. No Maintenance Fee.

COMMERCIAL/SPECIALTY BOOTHS CUSTODIAL FEES

10' x 10' - \$1,500.00	40' x 40' - \$3,500.00
20' x 20' - \$2,500.00	40' x 60' - \$5,000.00
40' x 80' - \$6,800.00	

- **LIMITED** water hook-ups could be available and in some locations power.
- **10% Maintenance Fee on Daily Gross Sales could apply or may be waived for Commercial/Specialty Vendors.**
- **Individual Generators are not permitted.**

QUESTION: CALL THE BALLOON OFFICE 269-962-0592

EMAIL: barb@bcballoons.com



**2024 BATTLE CREEK FIELD OF FLIGHT AIR SHOW AND BALLOON FESTIVAL
JULY 3 THROUGH JULY 7, 2024**

ALL OTHER VENDOR INFORMATION and ENTERING THE BOOTH AREA

After entering Gate #6, if you have product to drop off to your booth or set up your booth, Security will direct you to the Vendor Drive on Gate. Once you are done with unloading your product or setting up, please move your vehicle to the Vendor Parking Area. Please remember no vehicles will be allowed on the Field while crowds are present. You must be off the Field a minimum of one hour prior to our Gates Opening or designated hours as outlined.

The Vendor Drive on Gate is not the Gate you will use when walking in from the Parking area or leaving your booth to go home. Instead you will use the Sims Heating and Cooling Gate or the King Jeweler Gate (which ever one is Open). You must have your wristband attached on your wrist. Please make sure you have the correct date as each day is clearly marked on the wristbands.

No Bands are needed for July 3 and it is Community Kick-Off Day with FREE ADMISSION!

We also ask that Vendors do not cut in between the Food Vendors to Exit or walk to their cars. We have signs up that state "No Spectators Beyond this Point". We need to keep our back access points open for vehicles to travel and we do not want anyone wondering around behind those areas.

Thank you much and we hope you have a great event with us!!

2024 BATTLE CREEK FIELD OF FLIGHT AIR SHOW AND BALLOON FESTIVAL

Tentative VENDOR HOURS OF OPERATION
Updated Hours will be given upon Arrival

GATE #6 WILL OPEN DAILY AT 8:30 AM AS FOLLOWS

<u>DATE</u>	<u>GROUND OPEN</u>	<u>OPERATION HOURS</u>
WEDNESDAY, JULY 3	4 PM	4 PM – 10 PM
THURSDAY, JULY 4	10 AM	10 AM – 11 PM
FRIDAY, JULY 5	3:30 PM	4 PM – 11 PM
SATURDAY, JULY 6	10 AM	10 AM – 11 PM
SUNDAY, JULY 7	10 AM	10 AM – 9:30 PM

Please remember to bring yard lights to put around your booth at night.

VEHICLES NEEDING TO DROP OFF PRODUCT TO THEIR BOOTHS/SET UP AREA MUST BE OFF THE FIELD AND IN THE DESIGNATED VENDOR PARKING AREA AS FOLLOWS. EVERYONE IN THE VEHICLE MUST HAVE A VENDOR BADGE AND OR WRIST BAND FOR ENTRANCE.

JULY 3	3 PM
JULY 4	8:30 AM
JULY 5	2 PM
JULY 6	8:30 AM
JULY 7	8:30 AM

VENDORS WILL HAVE APPROXIMATELY ONE HOUR AFTER THE CONCLUSION OF THE LAST SCHEDULED EVENT TAKES PLACE OR THE TIME INDICATED ABOVE UNDER OPERATION HOURS TO VACATE THE GROUNDS. THOSE IN VIOLATION COULD FORFEIT THE BOOTH RENTAL FEE AND BE REMOVED FROM THE EVENT PERMINITELY.

1/15/2024

**2024 BATTLE CREEK FIELD OF FLIGHT AIR SHOW & BALLOON FESTIVAL
BATTLE CREEK EXECUTIVE AIRPORT ~ JULY 3 THROUGH JULY 7**

FACT SHEET & APPLICATION RULES

FOR

**FOOD * NOVELTY/FLEA MARKET * ARTS & CRAFTS * COMMERCIAL/SPECIALTY
* MILITARY BOOTH VENDORS**

THE APPLICATION/AGREEMENT UNDER THE SUPERVISION AND ENFORCEMENT OF BATTLE CREEK HOT-AIR BALLOON CHAMPIONSHIP'S INC. HEREAFTER REFERRED TO AS "BALLOON CORPORATION" or "FIELD OF FLIGHT".

Priority for space will be reviewed on previous participation, date of receipt, and type of product. Balloon Corporation has the right to approve or disapprove any items a Vendor may wish to sell, dispense, promote, give away, etc. Balloon Corporation will limit the number of concessions selling the same product/item and limit the number of spaces per vendor. **The Vendor Application or Agreement must be completely filled out and must accompany 100% of the booth custodial fee in order to be considered as a Vendor.**

In signing the application, Vendors agree to all of the terms outlined and fully understand that violation of any portion of this "Fact Sheet and Application Rules" could cause immediate forfeiture of space, custodial fees, removal from event grounds and exclusion from future events.

FILLING OUT APPLICATION/AGREEMENT

You must complete each section and remit all required items, i.e. **photo (new vendors only)** and **100% of the custodial fee**. Initially, the Vendor Application for Agreement is simply an "application". Once you have been accepted, it becomes the binding Agreement. If you have any questions about completing this application, please contact the **Balloon Championship Office at (269) 962-0592**, for assistance.

INSURANCE

ALL Food and Specialty Booths are required to furnish a certificate of insurance in the minimum amount of \$300,000.00 covering all liability for operation of his/her booth.

The certificate must name **Battle Creek Hot-Air Balloon Championship's, Inc.**, and the **City of Battle Creek** as additional insured's. You may have this certificate faxed to us at **(269) 962-8687**. Be sure that **the name** you are submitting on the application is the **same name** that appears on the certificate.

This certificate must be provided to us no later than June 1, 2024. Vendors will not be permitted to set-up without proper insurance papers, which could cause forfeiture of space and all custodial fees paid. **The dates on this certificate must begin on the day you plan to set-up and conclude on the day you depart.**

Arts & Crafts, Novelty and Flea Market Vendors are not required to have insurance. Vendors are responsible for any loss of items, damage, theft, etc. In addition, **any person injured at your booth or display will be your responsibility**. Thus, you agree to hold harmless **Battle Creek Hot-Air Balloon Championships Inc. and the City of Battle Creek, Michigan** from all claims that may arise from loss of product or revenue, and you assume all responsibility should injury occur to a spectator or worker as a result of your said display or booth. By Signing the Application solidifies that you have read this document and agree with its entirety.

DESCRIPTION OF VENDORS (Applications could be accepted up to June 10, depending on space availability.)

NOVELTY/FLEA MARKET – Are homemade items, pins, patches, sunglasses, mugs, models, calendars, purses, wearables, antiques, etc. **NO WATER HOOK-UPS OR POWER AVAILABLE. OUTSIDE GENERATORS ARE NOT PERMITTED. \$100 cash refundable CLEAN UP Fee will be needed on set up day. If your area is free of debris after inspection, you shall receive the fee back. Should you leave a mess in your area, you will forfeit the Fee and be excluded from future events.**

FOOD VENDORS - Must be a self-contained trailer or booth! Chicken, gyros, cotton candy, hamburgers, hot-dogs, elephant ears, etc. **WATER HOOK-UPS & POWER AVAILABLE (MUST USE POWER SOURCE WE PROVIDE AND NO OUTSIDE GENERATORS PERMITTED.**

SPECIALTY BOOTHS/COMMERCIAL DISPLAYS/MILITARY RECRUITING - Include, but are not limited to: charge cards, spas, balloon dealers, sponsors, vacuum sweeper sales, contractors, recruiters, etc. **NO WATER HOOK-UPS AVAILABLE and NO POWER AVAILABLE. NO OUTSIDE GENERATORS PERMITTED.** If your area is free of debris after inspection, you shall receive the fee back. Should you leave a mess in your area, you will forfeit the Fee and be excluded from future events.

ARTS & CRAFTS - HOMEMADE, HAND DECORATED, ETC.! **NO WATER HOOK-UPS OR POWER AVAILABLE (GENERATORS NOT PERMITTED).** If your area is free of debris after inspection, you shall receive the fee back. Should you leave a mess in your area, you will forfeit the Fee and be excluded from future events.

PLEASE NOTE: ONLY ONE DISPLAY OR VENDOR PER SITE REGARDLESS OF SIZE; HEALTH DEPARTMENT PERMITS ARE MANDATORY for anyone selling food products; no overnight camping on the event grounds and NO PETS ALLOWED! ALL VENDORS MUST BE OPEN EVERY DAY IN ACCORDANCE WITH THE EVENT SCHEDULE and/or VENDOR HOURS OF OPERATION. The final hours of operation will be given to all Vendors upon arrival. However, should we have inclement weather or events get cancelled, hours of operation and closure of your Vendor Booth could be shortened and Vendors will need to leave the grounds within one hour from the last event held.

BEVERAGE TENTS - Balloon Corporation (Battle Creek Hot-Air Balloon Championships, Inc.) shall be the only party allowed to sell alcoholic beverages in cooperation with the Michigan Liquor Control Commission. In signing the application, you, fully understand and agree to all of the terms outlined in this Fact Sheet and Application Rules. Furthermore, you understand that any violations could cause immediate forfeiture of space, custodial & maintenance fees paid and removal from the event grounds and exclusion from future events. It is further understood, that Battle Creek Hot-Air Balloon Championships, Inc., (organizers of the Battle Creek Field of Flight Air Show and Balloon Championships) shall obtain a liquor license and shall receive all profits from the sale of alcoholic beverages.

OFFICIAL SUPPLIERS & RESTRICTED ITEMS

There are certain items that are "restricted" and cannot be sold or given away by anyone, unless prior written approval is given by Balloon Corporation. Such items could include, but are not limited to soft drinks, water, food supplier, glow in the dark objects, helium-filled objects, and alcoholic beverages. **PLEASE NOTE: Absolutely NO helium or air filled balloons or objects are permitted and absolutely NO Drones are permitted to be flown on the Airport grounds!**

Items cannot contain the wording "Battle Creek Hot-Air Balloon Championship's and Air Show" or "Battle Creek Field of Flight Air Show & Balloon Festival" or any other such wording, which pertains to the official name or official logos of Balloon Corporation. Specialty Booths wishing to give away t-shirts or wearables must have the written permission from Balloon Corporation.

If we obtain an Official Soft Drink Sponsor or Water Sponsor, vendors will be required to purchase a minimum amount of product. If you have any questions, please contact the Balloon Office. Should we have an Official Supplier for the event, you could also be required to purchase various food or paper products from them. Please understand, we will not expect you to purchase product from an Official Supplier if they do not handle the specific brand you need or if their pricing is higher. At this time, there is no Official Suppliers.

Hopkins Propane will be an Official Sponsor for the event. Therefore all Vendors needed Propane and or tank rentals will be required to use Hopkins Propane. Please contact Tom O'Connor at tom_oconnor@superiorpropane.com

BOTTLED WATER

FOOD Vendor s will be required to purchase a minimum of 10 Cases of Water from the Battle Creek Field of Flight Inventory Distribution Committee. We will sell the water to you at a fair market value. **FOOD VENDORS WILL BE THE ONLY VENDOR SELLING WATER!!!!**

ICE

We will have a reefer filled with ice and we will make daily deliveries to Vendors; at which time Vendors will be required to pay cash or have a money order. We will carry 22lb bags of ice that will be sold individually. The estimated price on the 22lb

bags will range from \$5.00-\$8.00. However, please realize that Balloon Corporation will have exclusives on the event grounds. **ALL VENDORS must purchase all their ice on site; which means you cannot bring in ice from an outside source.** Final price will be given to you in your arrival packet.

SET-UP OF VENDORS

We will send you an "acceptance packet" and provide you with a "set-up" request form. You will be permitted to indicate which day you would like to set-up, based on the following **tentative schedule** (times could change due to scheduling).

Monday, July 1	9 AM – 3 PM – FOOD ONLY
Tuesday, July 2	9 AM – 3 PM – ALL VENDORS
Wednesday, July 3	9 AM – 2 PM – ALL VENDORS

Food Vendors will be permitted to have a Storage Trailer located behind their Booth. No other Vendor will be permitted to have a storage trailer parked behind their booth unless prior permission is granted. Trailers are permitted if it is actually your "booth" (versus most vendors using a tent) and you must indicate such on the Application.

ELECTRICAL/LIGHTS/WATER HOOKUPS

Our event is completely run on **GENERATORS!** Therefore, Balloon Corporation will make all arrangements for **ALL FOOD Vendors Generators and will charge each vendor accordingly for the use of the Generator and Fuel for the Generator. No Vendor is permitted to bring their own Generator. If you have any questions, please call the Balloon Office!**

FOR LIGHTS IN THE EVENING – We will provide some light carts and we strongly urge All Vendors (except Food) to use solar yard lights around their booth. They are very inexpensive and do produce a great deal of light.

LIMITED water hookups will be available (one per food booth) but this water is not to be used as drinking water. Vendors are responsible for providing a UL approved check valve in order to connect into our water lines. Again, indicate your needs on the Application. Water hook ups are for **Food Vendors only**; some exceptions may apply.

TEAR DOWN

ALL Vendors tear down will be Sunday, July 7 at the conclusion of the last activity around 10 PM and Vendors must clear the Event Grounds by 1:00 am. Tear down will continue on , July 8, from 9:00 AM until 3 PM. VENDORS MUST COMPLETELY CLEAN THEIR AREA AND DISPOSE OF ALL GARBAGE! ALL GARBAGE MUST BE PUT IN A DUMPSTER! REMINDER: ALL GENERATORS PROVIDED BY BALLOON CORPORATION WILL BE SHUT DOWN AND DISCONNECTED ON SUNDAY, JULY 7 NO LATER than 11 PM. Or within one hour 30 minutes after the final event that evening.

ALL OTHER VENDORS further agree to check out with the Concessions Committee or Balloon Corporations designated person before leaving the grounds at the conclusion of the event to ensure that their area is completely cleaned and all garbage properly disposed. Any Vendor found not abiding by the terms and conditions set forth in this agreement will be in violation of this agreement, which could result in immediate exclusion from future events.

NO ONE WILL BE PERMITTED to leave the grounds on July 7 until **ALL** spectators have cleared the field and the VIP/Committee Parking lots located at the South End of the Field at Gate #6 have cleared.

SALES TAX

All Vendors are required to pay to the State of Michigan 6% of their sales. It is your responsibility to make sure payment to the State of Michigan is achieved.

GROSS SALES

ALL FOOD VENDORS shall pay a 10% maintenance fee on all Gross Sales to Balloon Corporation. Balloon Corporation will provide an accounting form for each Vendor to complete. The Concessions Committee or its designee will collect forms and maintenance fee owed on a daily basis. **PAYMENT MUST BE CASH AND RECEIPTS WILL BE PROVIDED! THIS RULE COULD ALSO APPLY TO NON-FOOD VENDORS.**

FOOD PERMITS

Food permits must be obtained from the Calhoun County Health Department, 190 East Michigan Avenue, Battle Creek, MI 49014. **Drew Dean, REHS**, is our POC and can be reached at the Office 269-969-6341 and the fax number is 269-969-6490. The Health Department will receive a complete list of all accepted vendors and will be inspecting all Food Booths prior to the event opening. **ALL HEALTH PERMITS/TEMPORARY FOOD SERVICE APPLICATIONS Can Be Obtained by Following These Steps: GO TO**

www.calhouncountymi.gov/government/health_department

You will "click" on Environmental Health, which is under the Health Department list on the left side of your screen; next "click" on Food Protection Program. You will see at the bottom of the list, in the middle section, Temporary Food Permit Issuance and Inspections "click" on this. Now you have the Temporary Food Service Application and the Food Operations Checklist. All PERMITS must be paid for prior to SET UP on the Event Grounds. The Health Department staff is not allowed to take cash payments or payments in the field, therefore, you need to pay in advance at the Health Department or go to the Health Department upon arrival. Once you have been approved, we strongly urge you to handle this in advance.

VEHICLE PASSES

Novelty, Arts & Crafts/Flea Market Vendors can receive complimentary parking passes for a maximum of two (2) vehicles and one (1) storage trailer or unit. These passes will allow the parking of both VEHICLES to be in the reserved lot through Gate #6. Should a vendor have a storage trailer of some sort, it too will be parked in the reserved lot inside Gate #6. The storage trailer or unit will park in the far North end of the reserved lot and Vehicles must be detached from the storage trailer once it is in place. For food vendors, your necessary passes will be worked out upon arrival and depends on total number of booths. These vehicles should be parked directly behind your space assignment or an area that we designate. These passes must be visible in the vehicles at all times! Specialty/Commercial Vendors will not be permitted to park at their booth location; a designated area will be provided to you. Vendors will be allowed to purchase a week-long permit for \$20.00 for vehicles outside the festival grounds, or you may choose to pay \$10.00/\$5.00 per day, per car. Additional free parking passes may be granted upon request. **Absolutely NO OVERNIGHT CAMPING on the Event Grounds, in storage units, vehicles, etc. Visit our website for RV Camping information.**

ADMISSION PASSES

"All Other" Vendors will receive at least two (2) daily comp admission wristbands. These wristbands must be on your wrist for free entry to the event grounds and your booth area. These are non-transferable. Should a vendor need additional passes, they will be permitted to purchase them on set up days.

Food Vendors will receive the Food Vendor Badges verses the wristbands. Total number will be granted based on number of booths and workers.

Specialty/Commercial and Recruiters will receive a minimum of two(2) per day. Additional complimentary admission passes can be granted based on contract agreement, size of overall booth, etc.

PLEASE NOTE: EVERYONE IN THE VEHICLE (Entering the Field) WILL BE CHARGED IF THEY DO NOT HAVE A WRISTBAND OR BADGE for each day!

VENDORS DEBRIS DISPOSAL/PUMPING OF HOLDING TANKS/RENTAL OF GREY WATER TUBS

All Vendors will be assessed a \$100.00 "clean up fee" per day, IF, THEIR AREA IS NOT KEPT CLEAN as determined by the Concession's Committee. Absolutely nothing is to be left behind on departure, i.e., grease, bricks, boxes, ashes, etc. In fact, the Organizers reserve the right to charge a "clean up" fee in advance, this fee will be given back, provided the Vendor is not in violation of the clean up rules and there area is clear of all debris. Should we desire to have the advance fee, we will disclose this in the acceptance packet.

Vendors are not to use or move the trash barrels or dumpsters located in front of their booths or said area for the disposing of any product! Disposing of grease, fat or any other type of liquid is not to be dumped in any of the refuge containers. Vendors are responsible to have their own disposable containers and must be removed from the grounds upon your departure.

Dumpsters and “yard waste containers” will be strategically placed and you will be assigned a specific dumpster for all food products and basic garbage. **All cardboard boxes and large paper products are to be broken down and disposed of in a designated area provided by Balloon Corporation; do not set any product outside the units or dumpsters.** Should you have a large quantity of boxes, please contact someone from the Concessions Committee or the Launch Site Committee and they will transport your boxes to the designated area.

We will make arrangements to have Jon’s To Go pump your holding tanks and grey water (there will be a fee). We will also make arrangements for you to rent “BLUE BARELLS” and to have them pumped. They hold approximately 250 gallons of grey water and can be shared. If your holding tank is large enough to hold grey water for approximately two (2) days of operation, you will not need to rent a Tub.

PRODUCT SALES, ADVERTISING AND GIVEAWAYS

A complete description of product sales, register to win, food sales, etc., must be explained on your application. This is to avoid conflicts and to keep everything fair. **All solicitations must remain inside your own display tent or booth area including advertising signs, unless prior written consent has been given by Balloon Corporation.**

EATING AREAS

There are no tables or chairs available for spectators to utilize. In the past, some Vendors have brought in their own “eating areas”. This is permissible, however, there will be a charge and the eating areas will be located directly next to or across from your booth. You must indicate on your agreement if you would like to bring an eating area and the size you plan to have. It is your responsibility to keep this area clean. Eating areas are calculated according to the custodial rates outlined for Food Vendors.

HOURS OF OPERATION

Hours of operation will fluctuate depending on each day's schedule. We will provide you with the hours of operation prior to the actual event and an updated version will be in your arrival packet. Vendors will have time to clean their booth after the conclusion of the last scheduled event; you will have ONE (1) hour. The On-Field Security Committee or Concession’s Committee will give you a **final** warning for vacating the grounds each evening. **The tentative hours of operation will coincide with the Tentative Schedule of Events. However, inclement weather and cancellation of events could result in early closures and all vendors will need to adjust to such time changes.**

IDENTIFICATION OF BOOTHS

All Vendors, as determined by Balloon Corporation, could be required to attach a large booth number to the front and back of their booth. These numbers will be pre-assigned and provided by Balloon Corporation.

GOLF CARTS AND/OR MOPEDS

Golf carts, mopeds, bicycles, 4-Wheelers, 3-Wheelers, Gators or any type of motorized vehicles **are not permitted without advance permission!** You must have an insurance certificate in the amount of \$200,000.00 for liability with Battle Creek Hot-Air Balloon Championships Inc. and the City of Battle Creek as additional insured’s. You must receive this permission prior to set-up for such vehicles and abide by the rules set forth by the organization. Any vendor found not in compliance could result in forfeiture of their space and all custodial and maintenance fees paid. These vehicles are not permitted on the Launch Field, in front of Food Concessions (must use the back perimeter road), or to conduct a site survey of the area. If permission is granted, you will be given a special sticker for your vehicle with restrictions. Those wishing to rent a handicapped scooter may contact Randy’s Mobility 407-492-2321.

DEADLINE FOR APPLICATIONS

All “preferred Food Vendors” or those that have participated for the last several years will have first rights for acceptance; if their application is received on or before March 1, 2024, and accompanied with 100% of their custodial fee – There will be **NO EXCEPTIONS!** All new Food Vendors interested in being on our waiting list may submit the Application, a picture of booth and Menu. Should we have an opening, or find a need for your type of product, we will contact you.

Because we limit the number of duplicate booths and will be limiting the total number booths for "All other Vendor Categories", we will be evaluating all applications as we receive them. Confirmation will be given on a weekly basis. **You must submit 100% of your "custodial fee" with your application in order to be considered. Checks need to be made payable to: B.C.H.A.B.C. Inc. If you are not accepted, we will send you a letter and return your deposit. Please remember, the earlier you submit your information the better your chances are of being accepted. Any checks returned for Non-Sufficient Funds will incur an additional \$25.00 fee.**

CANCELLATION POLICY

Should any Vendor have to cancel **AFTER May 20, 2024**, they **will forfeit** all money paid to date. If for some reason we must cancel the event, due to COVID or any other unforeseen events, vendor deposits will be returned.

MISCELLANEOUS REMINDERS

No motor homes, trailers, or recreational vehicles will be allowed to connect to the electrical supply without written permission. No overnight camping on event grounds will be permitted except in the designated Balloon Corporation RV Lot; Fire inspectors, authorized electricians, and Balloon Corporation shall have full authority to eliminate any hazardous or unsafe conditions without notice to the Vendor; Any Vendor found causing excessive noise could forfeit their space and all monies paid; Balloon Corporation shall provide minimum security patrols; however, Balloon Corporation assumes **no liability** for damages caused by theft, vandalism, or severe weather conditions; Balloon Corporation reserves the right to limit ingress and egress during the balloon event. This will be under the control of Balloon Corporations Police Services and the On-Field Security Committees. The access to Specialty Booth areas by vehicles shall be restricted in such a manner as not to interfere with balloon launches and other scheduled events. Vendors shall vacate the grounds each night one hour after the completion of the last scheduled event of the day. This includes all workers. Portajons will be placed in strategic locations for use by Vendors and their workers.

NO VENDORS WILL BE PERMITTED to leave the grounds until **ALL** spectators have cleared the field and the VIP/Committee Parking lots located at the South End of the Field at Gate #6 have cleared. So, let the crowd leave and relax a bit before trying to head out!

1/10/2024

BATTLE CREEK FIELD OF FLIGHT OFFICE
EMAIL: barb@bcballoons.com

269-962-0592

AIRSHOW PERFORMER SHOWLINE

BALLOON LAUNCH
AND TARGET AREA

PERCH
PERFORMERS
LOUNGE

ALL GRASS PICNIC AREA
CHAIRS/BLANKETS
ONLY

PICNIC
AREA

BEVERAGE
GARDEN

ALL GRASS
CANOPY/PICNIC
AREA

VENDORS

FOOD VENDORS

FOOD VENDORS

FOOD VENDORS

FOOD VENDORS

FOOD VENDORS

FOOD VENDORS

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FOOD VENDORS

FOOD VENDORS

FOOD VENDORS

COLUMBIA AVE

DUNCAN
AVIATION

S. AIRPORT RD

BLUFISH
GENERAL
PARKING

GATE #6

NO CARS/SHUTTLE

SPECIAL PARKING
PASS
NEEDED

AIR SHOW
& VIP
PARKING

OFFICE
PARKING

VIP TENT

NO PARKING ON TAXIWAY

1 2 3 4 5 6 7 8 9 10 11 12 13 14

15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

LEGEND

- 1 OFFICE
- 2 LAUNCH SITE TEAM
- 3 MEDIA COMMITTEE
- 4 VIP & VENDORS GATE
- 5 THUNDERBIRD GUESTS
- 6 STAGE PARKING
- 7 DH HQ
- 8 SECURITY HQ
- 9 SWAMP/ICE
- 10 GREAT LAKES
- 11 TIMBER SHOW
- 12 HDGP CARTS/RENTALS
- 13 BIKE RACKS

- Parking lots will have Sponsor Names, simply write down the name on the sign you park closest to.
- Shuttle Service is FREE and the carts will be out in the parking lots and on the Walk areas.
- NO ALCOHOLIC beverages permitted, coolers will be inspected.
- NO GUNS PERMITTED
- Please help us move cars in place faster by having your FIVE DOLLAR BILL ready for the parking groups.
- Handicapped motorized vehicles and wagons are available for rent at the main gate.
- For questions and complete schedule: Phone 269-982-0592.
www.lcballoons.com

RV
OVERNIGHT &
DAILY
PARKING

TERRITORIAL RD

GATE 15
WALK THRU

DENSO
SOUTH
PARKING

GENERAL
PARKING

JB WHISKEY
NORTH
PARKING

GATE 17

HELMER ROAD

