



**GREAT TEXAS BALLOON RACE 2019**

**East Texas Regional Airport – Longview, TX**

<b>Event Hours:</b>	<b>Friday</b>	<b>July 26</b>	<b>4:00pm – Midnight</b>
	<b>Saturday</b>	<b>July 27</b>	<b>5:45am – 11:00am &amp; 4:00pm – Midnight</b>
	<b>Sunday</b>	<b>July 28</b>	<b>5:45am – 9:30am</b>

**PART 1  
FOOD VENDOR APPLICATION  
APPLICATION INSTRUCTIONS AND REQUIREMENTS**

Please fill out application and make a copy for your records. Enclose non-returnable photos of your display or trailer and items. You may enclose payment in the form of cashier’s check or money order payable to Great Texas Balloon Race, Inc. but payment in advance of acceptance does not guarantee approval. Payment is due within 10 days of notification of acceptance, prior to May 31, 2018. Or approval, with receipt of your payment secures your space. We will send you a vendor package via email that includes the completed “Food Vendor Assignment and Fact Sheet” two weeks before the race. After May 31<sup>st</sup>, payment will be due upon acceptance. Prior to May 31<sup>st</sup>, there will a 25% cancellation charge deducted from payment. There will be no refunds after May 31<sup>st</sup>.

Vendor Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Each Food Vendor will have 20’ in dept. Frontage length is \$25.00 per foot. You must consider any overhang from your unit as in tongue of trailer, windows and door openings, canopies, stent stakes with rope and anything else that might go over your frontage length. Remember the units that are next to you might already be there when you arrive so make sure you allow enough room in your space purchase to maneuver your unit into space. There is a 10’ frontage minimum. Each Food Vendor spot includes water and electricity (limited availability of spaces with public water).

Spaces with water and heavy electrical hookups offer electricity as both 110V and 220V. Standard dryer/range cordcaps or plugs in 30 or 50 amps are required.

- Please circle which electrical connection you need and indicate total amperage needed:

110VAC                      220VAC                      Hard Wired                      Amps Needed: \_\_\_\_\_

- Indicate your trailer or tent size requirements: Length \_\_\_\_\_ x Width/Depth \_\_\_\_\_
- Have you been a vendor at Great Texas Balloon Race in the past?

**No**                      **Yes, what year(s)?** \_\_\_\_\_



List all items you would like to sell, limited to eight food items along with the price point in coupons. **One coupon = \$1.** Keep your price points to an even dollar/coupon amount with a \$1/coupon minimum. List your menu items in order of importance, for instance, if your trailer says “Corn Dogs and Snowballs” list Corn Dogs first and Snowballs second.

Menu Items	EXAMPLE	Coupons
<b>Chili Cheese Hot Dogs</b>	<b>EXAMPLE</b>	<b>4 coupons</b>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____

If you will also be serving breakfast items you may add an additional six items to your menu. Starting time for breakfast on Saturday and Sunday will be at 5:45am which is when the gates open.

Breakfast Menu Items	Coupons
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

**Additional Information:**

The airport grounds will be secured Friday and Saturday nights. All gates will be locked at 1:00am and will reopen at 5:00am. All vendors must have their booths secured and personnel off the property or in their RV in RV parking area between these times. A \$100 security fee penalty will be assessed for any vendor in secured area during the overnight hours. RVs must be parked in the RV area only. No RVs will be allowed in general parking areas. There is an additional charge of \$30 a night for RV parking. RVs must be self-contained. Overnight stays will not be permitted in any other areas of event site. No pets are permitted on the premises.

**Return Application to:**  
**Great Texas Balloon Race**  
**Jerry Trice**  
[lgvmudrider@yahoo.com](mailto:lgvmudrider@yahoo.com)

**Remit to:**  
**Great Texas Balloon Race**  
**Attn: Jerry Trice, Food Vendor Coordinator**  
**PO Box 1952**  
**Longview, TX 75606**



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### PART 2

#### FOOD VENDOR AGREEMENT

The Great Texas Balloon Race (GTBR) and \_\_\_\_\_ (Food Vendor), in order to provide Food Vendor services at the Great Texas Balloon Race, scheduled July 26-28, 2019 mutually agree as follows:

#### GTBR agrees to:

1. Provide Food Vendor with electricity adequate to operate the Vendor's food preparation equipment.
2. Provide remote stations at the event site at which patrons may exchange cash currency for coupons which are used to purchase food items.
3. By 2:00pm on Sunday, July 28<sup>th</sup>, after the close of Great Texas Balloon Race on that morning, distribute to Food Vendor appropriate revenues received for food services within the Food Vendor booth.
4. Provide a uniform sign indicating Food Vendor's name, menu items and coupon purchase price for menu items to be displayed at the front awning of Food Vendor's trailer/booth.

#### Food Vendor agrees to:

1. Pay a booth fee of \$25 per linear foot for frontage booth space.
2. Provide trailer/tent/booth from which food items will be prepared and sold.
3. Pay 20% of net revenues (i.e. net revenue after deductions for sales tax) to GTBR.
  - a. Coupons will be weighed at time of redemption. **It is Vendor's responsibility to know amount of coupons for redemption before presenting them at Finance office.**
  - b. Coupons will only be weighed three times. If value agreement cannot be made within three weighings, Vendor will need to bundle coupons in \$100 bundles.
  - c. Vendor must turn in Friday coupons and Saturday morning (breakfast) coupons by 4:00pm on Saturday. All remaining tickets may be cashed in on Saturday night or Sunday by 8:00am in the Finance office.
4. Remain open for business during all operating hours of Great Texas Balloon Race:
  - a. Friday: 4:00pm – Midnight
  - b. Saturday: Breakfast 5:45am – 11:00am; Non-serving breakfast 4:00pm – Midnight
  - c. Breakfast 5:45am – 9:00am; Non-serving breakfast optional
    - i. Sunday hours are subject to change
5. Provide GTBR with proposed menu selections with agreement within two weeks of acceptance.
  - a. No more than eight menu items plus six breakfast items
  - b. Drinks are included in menu item count



- c. Drinks may be served in S, M, L cups, plastic bottles or aluminum cans. No glass containers are allowed.
6. Sell menu items in servings priced in increments of \$1 with no items priced less than \$1 per serving.
7. Comply with minimum Texas State standards as required by the Texas Department of Health.
8. Be set up with support vehicles parked in Vendor Parking by 2:00pm on Friday, July 26<sup>th</sup> for the Texas Department of Health's permitting process.
  - a. Set-up times will be Thursday 8:00am – 4:00pm and Friday 8:00am – 2:00pm
  - b. There will be no electricity available until Friday
  - c. There will be no security on premises overnight Thursday, nor will Food Vendors be allowed to stay overnight.
9. Ensure that all food packaging served to the public is recyclable
10. Provide all heating and food preparation equipment necessary for the operation of Food Vendor's trailer/booth.
11. Maintain sufficient quantities of menu items available for sale throughout the 2019 Great Texas Balloon Race's hours of operation July 26<sup>th</sup> – 28<sup>th</sup>.
12. Transport any required foods to the site during Great Texas Balloon Race. Neither Food Vendor nor third party deliveries are admitted into event grounds without Food Vendor credentials provided to Vendor by GTBR.
  - a. All credentials will be distributed to Vendors before gate opens at 4:00pm on Friday.
13. Provide adequate staffing responsible for managing food preparation and service to the public.
14. Provide credentials to staff in advance of seeking admittance to grounds.
15. Provide GTBR proof of General Liability Insurance no less than \$1,000,000 upon acceptance to the event.
16. Display no tip jars/containers during the event.

**Note:** Tents, trailers/booths, set-up and tear down activities, hoses, electrical cords, chairs, tables and all other matters not specifically stated herein as included with your Food Vendor space are all the responsibility of Food Vendor.

**Indemnity:** Food Vendor acknowledges having read and agrees to all items and conditions of this application/contract. Food Vendor agrees to indemnify, defend and hold GTBR, East Texas Regional Airport, and the officers, directors, agents, employees, successors and assignees both harmless from any losses, claims, damages, attorney's fees and expenses for injuries, death or property damages suffered by any person. This includes Food Vendor, Food Vendor's employees, agents and patrons, arising directly or indirectly out of Food Vendor's activities on the grounds of the event. Food Vendor agrees to release GTBR from any liability whatsoever for lost or stolen goods belonging to Food Vendor, Food Vendor's employees, agents or patrons. All Food Vendors are required to have general liability insurance and must provide proof of same prior to being allowed on the premises for setup activities. In addition, Food Vendor acknowledges familiarity with and agrees to abide by the requirements set forth by the Texas Department of State Health Services while operating at the event and is aware that violations can result in expulsion from the event without refund. All responsibility for these issues is solely that of Food Vendor. GTBR cannot be held liable for the action or inaction of governmental unit or agency.



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Food Vendor Company Name

Vendor Representative Name

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Date

Vendor Representative Signature