

**Great Texas Balloon Race**  
**Arts & Crafts Vendor Application, Rules and Regulations**  
**Longview Convention Complex**  
**1123 Jaycee Dr., Longview TX 75604**  
**June 16-18, 2023**

Please fill out this application completely and make a copy for your records. Enclose non-returnable photos of your display. The Vendor Committee will meet to review each application upon receipt. To avoid excessive vendor duplication, the date of the application receipt may be used to determine individual vendor category selection. You will be notified via email whether you have been approved as a vendor for this event. **Once notified, an invoice will be emailed to you for the Exhibit Booth fees.**

Vendor/Exhibitor name: \_\_\_\_\_ Contact: \_\_\_\_\_

E-mail: \_\_\_\_\_

Mailing address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Please list all items to be sold. Photos are required to avoid misrepresentation of products.** If items are not as pictured or described, you will be asked to remove the item(s).

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Booth Fees:**

\_\_\_\_ 10' frontage x 10' depth **\$200.00**

\_\_\_\_ 20' frontage x 20' depth **\$380.00**

Provided Items: One (1) 30/50-amp plug (2 Outlets)

Items Not Provided: Tables, Chairs, Hoses, and Electrical Cords, Set up or Tear Down Assistance, Etc.

**This is an outdoor event and will be held rain or shine; no weather-related refunds will be issued. Cancellation deadline is May 22, 2023. If cancellation is received by this date, your fee will be refunded.**

Indemnity: Vendor acknowledges having read and agreed to all items and conditions of this application/contract. Vendor agrees to indemnify, defend, and hold harmless The Great Texas Balloon Race, Inc. East Texas Regional Airport, and the officers, directors, agents, employees, successors, and assigns of both harmless from any losses, claims, damages, attorney's fees, and expenses for injuries, death or property damage suffered by any person caused by any willful, wrongful, negligent, direct or indirect acts or omissions of Vendor. This includes vendor, vendor's employees, agents, and patrons, arising directly or indirectly out of vendor's activities on the grounds of the event. Vendor agrees to release The Great Texas Balloon Race from any liability whatsoever for lost or stolen goods belonging to vendor, vendor's employees, agents, or patrons. All vendors are advised to be insured for all losses or liabilities.

  X    
Applicant Signature (Required) \_\_\_\_\_ Date \_\_\_\_\_

## VENDOR ASSIGNMENT AND FACT SHEET

***Note: You must keep this sheet for the entire duration of the race.***

We truly appreciate your interest in being a part of the Great Texas Balloon Race. For many years, East Texans and visitors from around the country have attended the annual Great Texas Balloon Race. With weekend attendance exceeding 12,000, it is undeniably the premier event in East Texas. Gate admission is charged. **Gates will open to the public at 4:00 p.m. Friday and Saturday and close at 12:00 midnight both days.** Vendors must stay open until 11:00 p.m. each night. Balloon glows are on Friday and Saturday evening. In addition to the balloon activities, the event includes “Kids Land,” musical entertainment each night, lots of great arts and crafts and great food.

### SET UP TIMES

**Set up times will be: Friday, June 16, 2023, 7:00 a.m. until 12:00 noon**

ALL booths must be set up by 12:00 noon on Friday. After 2:00 p.m. Friday, you must use the “vendor gate” only and no vehicles will be allowed inside the gates. Power will be provided.

NOTE: Tables and chairs for your booths, set up and tear down activities, hoses, electrical cord, etc. are all the responsibility of the Vendor.

- No Silly String or Poppers are to be sold or given away.
- No AC Units can be utilized in booths.
- **Vehicles allowed inside Longview Convention Complex only to load or unload; no driving inside fenced event compound after 2:00 p.m. Friday.**
- **Vehicles cannot drive into Longview Convention Complex to load out until 11:00 p.m. Saturday.**
- **Vehicles must park in Vendor Parking or other designated parking.**
- No golf carts, scooters, mopeds, bicycles, three wheelers, four wheelers, go-carts or any similar vehicles will be permitted on the Longview Convention Complex.
- Two vehicle passes will be issued for use at the vendor gate. Additional Vendor Parking Passes are \$10 each. All other vehicles will need to park in general parking and be subject to a daily entrance fee.
- Vendors are required to dispose of all trash in the roll off containers. Any violator will be charged \$50.00 trash fee.

Ø **PETS:** We understand many vendors travel with their pets. You are to keep your pet(s) outside the Longview Convention Complex. Our concern is for the safety of your pets due to the extreme heat at the event.

The grounds will be secured, and all gates will be locked at midnight and not reopened until 3:00 p.m. Saturday. All **must** have their booths secured and be off the property, (we do not permit camping in personal vehicles) during these times, or a \$100.00 security fee penalty will be assessed.

**Return applications to:**

[artscraftsvendors@gtbr.net](mailto:artscraftsvendors@gtbr.net) Or

Mail To:

Arts & Crafts Vendor Chair

Great Texas Balloon Race

PO Box 3988, Longview, Texas 75606-3988

Visit our web site [www.gtbr.net](http://www.gtbr.net) for more information on GTBR

**Initial that this is Read & Acknowledged**