



GREAT TEXAS BALLOON RACE
2023
Maude Cobb Convention Center – Longview,
TX

Event Hours: **Friday June 16** **4:00 p.m. - Midnight**
 Saturday June 17 **4:00 p.m. - Midnight**

PART 1
FOOD VENDOR APPLICATION
APPLICATION INSTRUCTIONS AND REQUIREMENTS

Please fill out an application and make a copy for your records. 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 April 15, 2023. 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 April 30th, payment will be due upon acceptance. Prior to April 30th, there will be a 25% cancellation charge deducted from payment. There will be no refunds after April 30th.

Vendor Name: _____

Contact Name: _____

Full Mailing Address: _____

Phone #: _____ Email Address: _____

Each Food Vendor will have 20’ in depth. **Frontage length is \$40.00 per foot.** You must consider any overhang from your unit as in the tongue of the trailer, windows and door openings, canopies, tent 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 electrical hookups offer electricity with 30 or 50 amp, standard dryer/range hookups are required.
- Please circle which electrical connection you need and indicate total amperage needed:

30 amp

50 amp

- Indicate your trailer or tent size requirements: Length _____ x Width/Depth _____



List all items you would like to sell, limited to ten food items along with the price point. 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.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Additional Information:

The fairgrounds will be secured both Friday and Saturday nights. Gates will be locked at 12:00 a.m. and will reopen at 3:00 p.m..

GTBR will not utilize food vendor coupons. Food vendors will pay a flat per linear foot space rental fee then handle all sales directly from vendor space. Vendors must provide their money box and proper change. GTBR will not act as a bank for vendors.

All vendors must have their booths secured and all personnel off the property at this time. There are NO pets allowed, and NO personnel are allowed to stay overnight on the property.

Return Application to:
Great Texas Balloon Race
Erin Salyer,
GTBRfoodvendorinfo@gmail
.com

A

Remit to:
Great Texas Balloon Race
Attn: Erin Salyer, Food Vendor
Coordinator PO Box 3988
Longview, TX 75606



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 June 16-17, 2023 mutually agree as follows:

GTBR agrees to:

1. Provide Food Vendor with electricity adequate to operate the Vendor's food preparation equipment, per voltage listed on information sheet.

Food Vendor agrees to:

1. Pay a booth fee of \$40 per linear foot for frontage booth space. Handle all sales directly.
2. Provide trailer/tent/booth from which food items will be prepared and sold.
3. Remain open for business during all operating hours of Great Texas Balloon Race:
 - a. Friday: 4:00 pm – Midnight
 - b. Saturday: 4:00 pm - Midnight
4. Provide GTBR with proposed menu selections with agreement within two weeks of acceptance.
 - a. No more than 10 menu 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.
5. Comply with minimum Texas State standards as required by the Texas Department of Health.
6. Be set up with support vehicles parked in Vendor Parking by 2:00pm on Friday, June 18th 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.
7. Ensure that all food packaging served to the public is recyclable
8. Provide all heating and food preparation equipment necessary for the operation of Food Vendor's trailer/booth.
9. Maintain sufficient quantities of menu items available for sale throughout the 2023 Great Texas Balloon Race's hours of operation June 16 - 17th.
10. Transport any required foods to the site during the 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 the gate opens at 4:00pm on Friday.
11. Provide adequate staffing responsible for managing food preparation and service to the public.
12. Provide credentials to staff in advance of seeking admittance to grounds.
13. Provide GTBR proof of General Liability Insurance no less than \$1,000,000 upon acceptance to the event.
14. Display no tip jars/containers during the event. Have adequate change; GTBR will not act as a bank for vendors.



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 units or agency.

Food Vendor Company Name

Vendor Representative Name

Date

Vendor Representative Signature