

**2020 Hot Air Jubilee
July 23rd Thru 26th, 2020
ELLA W. SHARP Park**

For further information contact Hot Air Jubilee office at 517-782-1515 or
Food Vendor Chair at foodvendor@hotairjubilee.com

Location of 2020 Hot Air Jubilee:

ELLA W. SHARP PARK
3225 S Fourth Street
Jackson, MI 49203

Please Note: *Returning Food Vendors may print off this application and send in. If you want to be e-mailed an application contact the office at info@hotairjubilee.com. If you are not a returning Food Vendor you must be invited by the Concession Committee. For information please contact the Hot Air Jubilee by e-mail at info@hotairjubilee.com with complete menu and Prices*

Balloon Launches Thursday PM, Friday AM and PM, Saturday AM and PM, Sunday AM Weather Permitting

Balloon Glow on Friday & Saturday Evenings

Carnival all Days

Arts & Craft Show all Days

Kids Kingdom Friday and Saturday Days

Auto Show on Saturday

Hours of Operation: As Follows:

Thursday 4:00PM - 10:00PM

Friday 4:00PM - 11:00PM

Saturday 10:00AM - 11:00PM

Sunday 10:00AM - 4:00PM

NEW: You will be allowed to leave on Saturday Evening after the festivities have completed Approximately 12:00 AM and must be completed by 7:00 AM, if you stay thru Sunday you will not be allowed to move your equipment until 4:00PM.

You will not BE ALLOWED TO MOVE ANY OF your vehicles UNTIL all spectators have left the area and you are given an all clear to do so by the Concession Committee.

Return your completed application, along with associated fees, pictures, and a list of your menu items to hot air jubilee.

Thank you for your interest,

Hot Air Jubilee Concession Co-Chair: John C. Stevens Jr.

Hot Air Jubilee Concession Co-Chair: Dianne K. Stevens

HEALTH DEPARTMENT LICENSE PRE-REGISTRATION IS AS FOLLOWS:
Upon receipt of your paid application, the committee will forward your name and address to the Jackson County Health Department. You are required to have a valid health department license in advance of setting up. Please note: It is the responsibility of the vendor to be aware and comply with all health department rules.

GENERAL RULES AND REGULATIONS

1. All food vendors must have valid Jackson County Health Department Permit or State Certificate. Inspections will be made upon arrival and throughout event.
2. Vendors **WILL NOT BE ALLOWED TO SET UP** until the Hot Air Jubilee committee receives insurance certificate.
3. Vendors must provide a valid certificate of liability insurance, naming the City of Jackson, Ella Sharp Museum and the Hot Air Jubilee as additional insured, with this application.
4. The Hot Air Jubilee Concession Committee will assign booth location. Once assigned, movement will not be permitted.
5. For insurance purposes, vendors are prohibited from using motorized vehicles throughout the Ella Sharp Park site.
6. There will be no refund of booth fees.
7. Vendor must provide picture of booth with this application.
8. Vendor must park and travel in designated areas only.
9. Vendors must be open and ready to serve by 3PM on Thursday until the close of activities Sunday afternoon. Vehicles must be moved to parking lot.
10. Set-up time will be Thursday July 22nd from 8:00AM until 3:00PM or Friday July 23rd from 7:00AM until 9:00AM. All vendors are required to be set up and ready to conduct business no later than 3:00PM on Thursday or Friday at 9:00AM when the gates are open to the general public.
11. Concessions will **not** have to supply their own generator, as electricity will be available via Generator supplied by Jubilee.
12. Vendors must sell goods only from their concession area.
- NO HAWKING**. No public address systems.
13. Consumption or promotion of alcoholic beverages, foul language, violation of stated rules or other actions deemed inappropriate by the Hot Air Jubilee Committee will be cause for immediate removal from premises and denial of future participation in the event.
14. Hot Air Jubilee Balloon Fest Committee, its sponsors, members and participants, assume no liability for loss or damage to a vendor's wares or property. Every precaution will be taken to guard against loss or damage, but the vendor hereby waives any claim for loss or damage to his/her property.
15. Supply/storage trucks must be parked in the designated area behind Concession Area.

Hot Air Jubilee Food Concession Application

All food concessionaires wishing to sell food at the Hot Air Jubilee must complete this application and mail it to the Hot Air Jubilee, P.O. Box 1838, Jackson, MI 49204 by April 30, 2020.

Concession Name: _____
Sales Tax #: _____
Operators Name: _____
Address: _____ City: _____
_____ State: _____ Zip: _____
_____ E-Mail: _____
Business Phone: _____ Home Phone: _____
Emergency Phone: _____
Contact Name(s): _____

Food to be Sold:

In order to properly locate your concession, please indicate proper width and depth of your concession.

Important Note: Your size includes any extended awning(s) and/or trailer tongue. Concessions are aligned next to each other
We cannot allow for any variance beyond amount requested.

Size of concession

Frontage (serving side) _____ Height _____
Depth _____

Unit Size (including tongue) ___x___
___1 Axle ___2 Axle

Weight _____

Electrical Needs _____

NOTE: PLEASE E-MAIL ME OR CALL ME with your ELECTRICAL NEEDS

Self-Contained ___Yes ___No Water Hook-Up ___Yes ___No

Preferred Serving Opening ___Side ___End

Commercial Vendor FEES

There will be a maximum of 19 food vendors accepted for the Hot Air Jubilee. Vendors should include a check for one half the vendor fee with this application. The Hot Air Jubilee must receive the balance by May 31, 2020. Please make all checks out to the Hot Air Jubilee.

Please check what features are needed by or apply to your concession and total at the right and below:

A. 16' wide space commercial vendor space \$650 \$ _____

B. Each additional frontage foot over 16'.
(_____ Extra feet @ \$25.00/ft.) \$ _____

BOOTH SPACE INDICATED ABOVE IS ALL THE SPACE YOU WILL RECEIVE. PLEASE RESERVE ENOUGH SPACE FOR SIDE TRAILER LINES, TRAILER TONGUES, ETC.

FEE TOTAL \$ _____

1/2 FEE ENCLOSED WITH THIS APPLICATION \$ _____

BALANCE DUE on MAY 31, 2020 \$ _____

Current picture, complete menu and price list MUST be enclosed with your Application! You will not be allowed to sell anything not previously approved.

AGREED TO BY: _____

FOR (Company name): _____

DATE: _____ AMOUNT ENCLOSED: _____

APPLICATION CHECK LIST:

____ Booth size indicated on application

____ Serving side indicated

____ Electric requirements indicated

____ Picture enclosed

____ Insurance Certificate enclosed

____ Menu Enclosed