



Dear Vendor,

I would like to invite you to participate in the 2016 Create Cañon City Balloon Classic at Holy Cross Abbey. The festival dates are May 28, 29 and 30. Patti Jo Wagner & Brenda McKay will be the vendor coordinators prior to the event, you will be provided with contact information for the vendor coordinator during the event in your check in packet. There is limited space so it will **be first come first served basis**.

The 15+ hot air balloons will have launches at approx. 6:00-6:30 am on Saturday, Sunday and Monday morning with Balloon Glows planned for Saturday and Sunday at approx. 7:30-8:00 pm to 8:30 pm. Vendors will be expected to be set-up on **Friday** and be ready to go on Saturday. There will be **NO** check-ins or initial set-ups on Saturday. The festival will be Saturday and Sunday from 9:00 to 7:00. Vendor break-down will occur any time after the balloon glow Sunday evening after 9 pm or after the balloon launch on Monday.

There will be wine tasting, beer garden, music, hot air balloons, contests to see where sky divers will land, kite flying demonstrations, children's section, and one of my favorites is the Balloon Glow or "Candles in the Park" lighting Saturday and Sunday nights with the lighted historic monastery as a backdrop. In addition, The Abbey Event Center will create an indoor café to serve breakfast and lunch. This is just a brief description of everything we have planned.

Vendors will be located around the balloon launch/activities field and will be required to be open at least during festival hours 9:00 – 7:00 but can open earlier and stay open later at their discretion.

We hope you can join us. I am enclosing the Vendor Application. Please return the completed form and a copy of your certificate of insurance (if applicable) and resale certificate (if applicable) with your payment as soon as possible to reserve your space for the 2016 Create Cañon City Balloon Classic. If you have any questions, please do not hesitate to contact us at 719-275-8631.

Sincerely,

Patti Jo Wagner and Brenda McKay  
Pre-Event Vendor Coordinators

For additional questions or information please contact  
Patti Jo at [patti.wagner@theabbeycc.com](mailto:patti.wagner@theabbeycc.com) or call 719-275-8631 x1293 or  
Brenda at [brenda.mckay@theabbeycc.com](mailto:brenda.mckay@theabbeycc.com) or call 719-275-8631 x1239



# Create Canon City Balloon Classic Vendor Application

**Dates:** Saturday & Sunday, May 28 & 29, 2016

**Location:** Holy Cross Abbey Grounds, located at 2951 E. Hwy 50, Canon City, CO

**Hours:** 9 am to 7 pm, Saturday & Sunday

**Space Deadline:** **May 10, 2016**

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

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Description of products/goods to be sold: \_\_\_\_\_

<b>Balloon Launch Field Vendor:</b>	10' x 10' space \$125 each = \$ _____
	10' x 20' space \$225 each = \$ _____
<b>Premium Vendor Space:</b>	10' x 10' space \$150 each = \$ _____
	10' x 20' space \$275 each = \$ _____
<b>Food Vendor:</b>	10' x 10' space \$175 each = \$ _____
<b>Premium Food Vendor:</b> (limited)	10' x 10' space \$225 each = \$ _____
<b>Kids Zone Vendor:</b>	\$125 each + 10% of gross \$ _____
<b>Electricity?</b> This is <u>very</u> limited <b>YES</b> ___ <b>NO</b> ___ If yes add \$25	\$ _____
	<b>Total Due</b> \$ _____ *

**NO REFUNDS** **Please Make Checks Payable to:** Create Canon City \* \$25 fee for any returned checks

To pay by credit card please check here to receive a Paypal invoice

Registration is on a first come, first serve basis. Registrations are not considered complete until all forms have been mailed in along with full payment. Registrations are accepted at the discretion of the Create Canon City Balloon Classic vendor committee.

I have read the Create Canon City Vendor guidelines and agree to abide by them. I agree to hold harmless Create Canon City and/or The Abbey/CV Canon Catering owners, staff and their representatives and all show participants for any claims, loss or damage, of any nature, whatsoever, arising from this agreement for vendor's use of the premises during this event on May 28-30, 2016. The Create Canon City Balloon Classic reserves the right to ask any vendor who does not comply with the stated guidelines or causes undue disruption to leave the festival event at anytime without refund of fees.

My signature below affirms that Create Canon City and The Abbey/CV Canon Catering assume NO responsibility or liability of any kind for my participation in this show.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please mail Signed Form and Payment to:**

The Abbey, Attn: Patti Jo, 2951 E. US Hwy 50, Canon City, CO 81212

# Vendor Guidelines

## Create Canon City Balloon Classic

**Application Deadline:** Applications must be received by May 10th, 2016. There is limited space so it will be first come first served basis.

**Setup/Clean-Up Rules:** Vendors will be permitted to begin setting up on Friday May 27th, from 12:00 pm to 7:00 pm. Vendors will not be permitted to begin dismantling or packing up before 9:00 pm on Sunday. Vendors are responsible for set-up, clean-up and trash removal. Trash receptacles are for visitor use.

**No vehicles will be allowed to drive or park on the grass at any time**, this includes during loading times as well. Parking will be available nearby your booth a parking permit to be displayed on your dash will be provided to access the designated parking area for vendors.

**Hours of Operation:** All booths must be open for business Saturday and Sunday, 9 am to 7 pm, you may open earlier or stay open later at your discretion. **NO** Early Pack Up Allowed.

**Booths:** Please note this is an outdoor event; please be prepared for all types of weather. We provide the space only; you must provide the materials that you require for your booth (canopies/shading/tables). Very Limited electricity is available, please contact us for more information. Generators may be used. You may use stakes to anchor your canopies on the **Balloon Launch Field ONLY**. Only weights or water jugs are allowed to hold tents in place at any other booth locations, including the Kids Zone and Premium vendor booth locations. All booth fees are final, there will be NO REFUNDS due to acts of nature or unforeseen situations or circumstances. Booth placement will be provided at check-in.

**Booth Security:** Booths must be covered and able to withstand wind and rain. Booths may be left up overnight but any merchandise should be secured and the festival is not responsible for loss or damage. Create Canon City will provide security Friday, Saturday and Sunday nights.

**Food Booths:** All food vendors must provide a copy of their food license and limited liability insurance with their application.

**Kids Zone:** The Kid Zone area vendors will be charged 10% of their gross proceeds and the \$125 vendor fee. The \$125 charge is due with the application to reserve your area. The proceeds will be paid upon check-out at the end of the event.

**Sales Tax:** Cañon City is a Home-Rule City, so we **MUST** collect the 2% city sales tax from all vendors, unless you give us a copy of your Canon City sales tax license for our records. If you have your own State or Special event license please also provide a copy of this license and you may pay on your own behalf or we will pay the entire amount for you. Tax forms will be included in your check-in packet. The tax rate is 2% Canon City, 2.5% Fremont County, 2.9% State, for a total of 7.4%. Food is taxable in Canon City. A Create Canon City representative will be in a designated area at the end of the event to collect your sales tax for the weekend. Your sales tax information (signed form and payment) must be received by 7:30 pm on Sunday May 29th. Sales tax forms **need** to be filled out and returned even if you do not have sales tax due.

**Other:**

- **NO** pets allowed, For the safety of you, other attendees and your pets, please leave your pets at home.
- Make sure there are **NO** protrusions where people will be walking.
- **NO** RV Parking is available on Festival grounds.
- Ice will **NOT** be provided. Make your accommodations in advance for ice.
- **Only contact the designated Create Canon City** contact with issues during the Festival. Contact information will be included in your check in packet.

**Acceptance Notification:** Vendor notifications of acceptance will be sent as soon as the completed application and all documentation and payment has been processed. You will receive additional information and booth location assignment **via email** by May 23rd. **Please note our primary method of contact and notifications will be by email.**

**The following documents must be mailed in by the May 10th deadline:**

1. Signed and completed registration form, with payment
2. Copy of tax ID and/or event license
3. Copy of Limited Liability Insurance (Food Vendors and Kids Zone Vendors Only)
4. \*If non-profit, a copy of 501-3C status

Please follow the above guidelines to have a really smooth festival. Thank you in advance for all your cooperation!

If there are any questions, please contact Brenda or Patti Jo at 719-275-8631 or by e-mail [Brenda.mckay@theabbeycc.com](mailto:Brenda.mckay@theabbeycc.com) or [patti.wagner@theabbeycc.com](mailto:patti.wagner@theabbeycc.com).