

**BATTLE CREEK FIELD OF FLIGHT
AIR SHOW AND BALLOON FESTIVAL
JULY 1 - JULY 4, 2010**

**2010 ALL VENDORS
RULES AND REGULATIONS**

- 1) Do not dispose of frying fat, grease or any other type of such liquid in refuse container. **You are responsible for disposal.**
- 2) During festival hours and before you leave at night, please make sure the area around your booth is clear of all debris. Any concessionaires/vendors found not keeping their surrounding area clean and clear of any debris, might not be invited back or could be assessed a fine. Your garbage is to be placed in the refuse containers that we provide for you behind your booth. **The barrels located along the spectator's area and by your booth are for spectator use ONLY!** It is very important that you breakdown all boxes before placing them in the dumpster! If you have a large number of boxes that you need to dispose of, **please** contact **Marsha Porter** and she will have the Launch Site committee transport the boxes to the trash compacter.
- 3) You are required to evacuate the grounds one (1) hour after the conclusion of the last scheduled event. You are not allowed to disconnect or reconnect any electrical plug-ins from our mainstays. Arrangements for disconnect need to be made through the Concession Committee or Event Power Committee. Absolutely no overnight camping or sleeping in your booth, unit, etc., on the festival grounds.
- 4) **Ice:** Balloon Corp.'s "Ice Boy" will be on site for orders and deliveries. **Payment is due when ice is received.** The location of the supply trucks will be at the west end of the field. **(Refer to ground map.)**
- 5) **State & City of Battle Creek Tax Forms:** The Concessions Committee **will** hand out the Concessionaire State Tax Forms. **We will be sending the State & City of Battle Creek a complete list (names, addresses, etc) of all participating 2010 vendors.**
- 6) **Additional Parking & Admission Passes:** These will be available on set up days for your employees. **(All week parking passes are \$25.00.) Each Vendor receives two (2) vehicle passes. We must be able to visually see these passes in the vehicles at all times or the vehicles will be towed!** Lost or stolen passes will constitute an additional \$100.00 re-issuance fee. These vehicles must be parked directly behind your booth, unless otherwise indicated! You are receiving vendor badges; you can purchase daily wristbands for additional workers at the daily admission fee.

- 7) **Health Department, Fire Department and Electrical Inspector:** Paul Makoski from the Health Dept., Ralph Britton, Fire Inspector from the Fire Dept., and Ed Harris, Electrical Inspector from the City will be around on Wednesday, June 30th and Thursday, July 1st to inspect your equipment. Booths cannot open until inspected.
- 8) **Pumping of Holding Tanks:** Tentatively, we are planning to have **JONS-TO-GO** on July 3rd & July 5th, between 5 AM - 8 AM and a sign up sheet will be in the Office Headquarters. If you wish to have your trailer tanks emptied you must sign-up by 5 PM, THURSDAY, JULY 1st and pre-pay \$15.00. **Cash Payments ONLY!**
- 9) **Propane:** Tentatively, we have made arrangements for you to take and get your PROPANE TANKS refilled at **Battle Creek RV Sales**. **Cash Payment is due at the time of service!**
- 10) **All "BF" Parking** will not be permitted to vacate or leave the event grounds until after the grounds have been cleared!
- 11) If you need to pull out or switch a concession wagon/novelty booth before the end of the week, it must be cleared through **Marsha, Tonya** or Kay.
- 12) Be sure you bring enough start-up money, change, etc. **We have "no banks"** on the event grounds.
- 13) Last, but not least, if you have a problem or concern and cannot find **Marsha, Bobbie, Tonya** or Kay go to the the Balloon Headquarter Office and someone will contact one of them by radio or telephone.
- 14) **Tonya** & Kay will be around daily to collect maintenance fees each day beginning on Friday, July 2nd. **Payments must be in CASH and receipts will be provided.**