



GREAT TEXAS BALLOON RACE 2024
Longview Convention Complex – Longview, TX

Friday, June 14th 4:00 p.m. – Midnight
Saturday, June 15th 4:00 p.m. – Midnight

PART 1
FOOD VENDOR 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 business days of notification of acceptance. Full payment must be made prior to April 15, 2024. Written approval via email AND confirmed receipt of your payment secures your space. 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 (please confirm which side you will serve out of) up to 24’ and then \$20.00 per foot for any length over 24’. 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. If you need GTBR to provide a tent, please let us know.

Example: 28 foot trailer will cost \$1,040.00 (\$960 for the first 24 feet and \$80 for the last 4 feet).

- 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 size: Length _____ ft x Width _____ ft x Depth _____ ft

Indicate where you will serve from:

SIDE

FRONT (hitch end) or BACK



List all items you would like to sell, limited to eight 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. Your menu MUST match what is served, and what is reported to the Longview Environmental Health Department.

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

Additional Information:

The fairgrounds will be secured both Friday and Saturday nights, with patrol by the Longview PD overnight. Vendors are NOT allowed to drive among the grounds while open to the public.

Vendors MUST provide their own money box and change. GTBR is unable to make change 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

Remit to:
Great Texas Balloon Race
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), to provide Food Vendor services at the Great Texas Balloon Race, scheduled June 14th and 15th, 2024 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 (serving side) 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 8 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. *Alcoholic beverages are not to be sold by food vendors*
5. Comply with minimum Texas State standards as required by the Texas Department of Health.
6. Comply with City of Longview Environmental Health and Mobile Food Unit requirements.
7. Obtain Mobile Food Unit permit from City of Longview prior to event.
8. Be set up with support vehicles parked in Vendor Parking by 2:00pm on Friday, June 14th for the City of Longview/Texas Department of Health's permitting process.
 - a. Set-up times will be Thursday 12:00pm – 4:00pm and Friday 9:00am – 12:00pm
 - b. There may 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.
9. Ensure that all food packaging served to the public is recyclable.
10. Provide all heating and food preparation equipment necessary for the operation of Food Vendor's trailer/booth and any handwashing requirements by applicable Environmental Health entities.
11. Maintain enough menu items available for sale throughout the 2024 Great Texas Balloon Race's hours of operation.
12. 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. Please pay special attention to City of Longview Environmental Health requirements for food supply purchase/storage.
 - a. All credentials will be distributed to Vendors before the gate opens at 4:00pm on Friday.
13. Provide adequate staffing responsible for managing food preparation and service to the public.
14. Provide credentials to staff in advance of seeking admittance to grounds.



15. Provide GTBR proof of General Liability Insurance no less than \$1,000,000 upon acceptance to the event.
16. Display no tip jars/containers during the event. Have adequate change; GTBR will not act as a bank for vendors.
17. Properly and timely communicate needs to the Food Vendor Coordinator

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. You are required to keep your space clean and remove trash from your space routinely and at the end of each night. A maximum of three (3) parking passes will be provided to each vendor, please plan accordingly.

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