



## VENDOR ASSIGNMENT AND FACT SHEET

**Note: You must keep this sheet for the entire duration of the race.**

We truly appreciate your interest in being a part of the Great Texas Balloon Race. For many years, East Texans and visitors from around the country have attended the annual Great Texas Balloon Race. With weekend attendance exceeding 12,000 it is undeniably the premier event in East Texas. Gate admission is charged. **Gates will open to the public at 4:00 p.m. and close at 12:00 a.m. both Friday and Saturday.** Vendors must stay open until 11:00 p.m. each night. Balloon glows are on Friday and Saturday evening. In addition to the balloon activities, the event includes “Kids Land”, musical entertainment each night, lots of great arts and crafts and great food.

### SET UP TIMES

Set up times will be **Friday, June 14, 2023 7:00 a.m. until 3:00 p.m.**

ALL booths must be set up by 2 p.m. Friday. After 2:00 p.m. Friday, you must use the “vendor gate” only and no vehicles will be allowed inside the gates. Power will be provided.

#### NOTE:

Tables and chairs for your booths, set up and tear down activities, hoses, electrical cord, etc. are all the responsibility of the Vendor.

- No Silly String or Poppers are to be sold or given away.
- No AC Units can be utilized in Booths.
- **Vehicles allowed inside Longview Convention Complex only to load or unload; and no driving inside fenced event compound after 2:00 p.m. Friday.**
- **Vehicles cannot drive into Longview Convention Complex to load out until 11:00 p.m. Saturday.**
- **Vehicles must park in Vendor Parking or other designated parking.**
- No golf carts, scooters, mopeds, bicycles, three wheelers, four wheelers, go-carts or any similar vehicles will be permitted on the Longview Convention Complex
- Two vehicle passes will be issued for use at the vendor gate. Additional Vendor Parking Passes are \$10 each. All other vehicles will need to park in general parking and be subject to a daily entrance fee.
- Vendors are required to dispose of all trash in the roll off containers. Any violator will be charged \$50.00 trash fee.

Ø **PETS:** We understand that many vendors travel with their pets. You are to keep your pet(s) outside the Longview Convention Complex. Our concern is for the safety of your pets due to the extreme heat at the event.

The grounds will be secured, and all gates will be locked at midnight and not reopened until 3:00 p.m. Saturday. All **must** have their booths secured and be off the property, (we do not permit camping in personal vehicles) during these times, or a \$100.00 security fee penalty will be assessed.

#### Return applications to:

[artscraftsvendors@gtbr.net](mailto:artscraftsvendors@gtbr.net) Or

Mail To:

Arts & Crafts Vendor Chair

Great Texas Balloon Race

PO Box 3988, Longview, Texas 75606-3988

Visit our web site [www.gtbr.net](http://www.gtbr.net) for more information on GTBR

**Initial that this is Read & Acknowledged**