



GREAT TEXAS BALLOON RACE 2025  
Longview Convention Complex

Friday June 13 4 p.m. – Midnight  
Saturday June 14 4 p.m. – Midnight

PART 1  
FOOD VENDOR APPLICATION  
APPLICATION INSTRUCTIONS AND REQUIREMENTS

Please fill out 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 days of notification of acceptance, prior to April 15, 2025. On approval, receipt of your payment secures your space. After April 30th, payment will be due upon acceptance. Prior to April 30th, there will be a 25% cancellation charge deducted from the 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 below 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 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 heavy electrical hookups offer electricity as both 30V and 50V. Standard dryer/range cord caps or plugs in 30 or 50 amps are required.

- Please circle which electrical connection you need and indicate total amperage needed:

30 amp

50 amp

- Indicate your trailer or tent size requirements: Length \_\_\_\_\_ x Width/Depth \_\_\_\_\_
- Circle where you will serve from: Drivers Side Passenger Side Front/Hitch End Back
- Have you been a vendor at Great Texas Balloon Race in the past?  
No \_\_\_\_\_ Yes, what year(s)? \_\_\_\_\_



List all items you would like to sell, limited to eight food items along with 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.

Menu Items

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

Additional Information:

The fairgrounds will be patrolled overnight Friday and Saturday nights by Longview PD. Venders are NOT allowed to drive among the grounds while open to the public OR have a vehicle parked on the grounds.

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

All vendors must have their booth/trailer 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  
Attn: Erin Salyer, Food Vendor Coordinator  
PO Box 3988  
Longview, TX 75606



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PART 2  
FOOD VENDOR AGREEMENT

The Great Texas Balloon Race (GTBR) and \_\_\_\_\_ (Food Vendor), in order to provide Food Vendor services at the Great Texas Balloon Race, scheduled June 13-14, 2025 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 the 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 p.m. – Midnight
  - b. Saturday: 4 p.m. – 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 standards and Mobile Food Unit Requirements.
  - a. TIP: Visit the City's website and view their rules regarding the use of a Commissary Kitchen, Local Food Purchase, etc. They WILL shut you down, so please be prepared.
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, for the City of Longview Environmental Health's permitting process.
  - a. Setup times will be Thursday 12:00 noon – 4 p.m. and Friday 9 a.m. – 12:00 noon
9. Provide all heating and food preparation equipment necessary for the operation of Food Vendor's trailer/booth to include fire prevention/ventilation and handwashing.
10. Maintain enough menu items available for sale throughout the Great Texas Balloon Race's hours of operation.



11. Transport any required foods to the site during 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.
  - a. All credentials will be distributed to Vendors before gate opens at 4 p.m. on Friday.
12. Provide adequate staffing responsible for managing food preparation and service to the public.
13. Provide credentials to staff in advance of seeking admittance to grounds.
14. Provide GTBR proof of General Liability Insurance no less than \$1,000,000 upon acceptance to the event.
15. Display no tip jars/containers during the event.
16. Provide ample cash and/or credit card equipment to handle sales. GTBR will not have change available.
17. Vendors are required to dispose of all trash in the roll off container. Any violators will be charged a \$100.00 trash fee.
18. Properly and timely communicate any 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 ahead of time.

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, City of Longview, Longview Convention Complex, 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 and City of Longview Environmental Health Department 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 unit or agency.

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Food Vendor Company Name

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Vendor Representative Name

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Date

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Vendor Representative Signature