



**2019 HUDSON VALLEY HOT AIR BALLOON FEST**  
**JULY 12-14, 2019**  
**VENDOR INFORMATION & RULES**

**[www.balloonfesthv.com](http://www.balloonfesthv.com)**

Thank you for your interest in the 28<sup>th</sup> Annual Hudson Valley Hot Air Balloon Festival on July 12-14 at The Dutchess County Fairgrounds in Rhinebeck, NY. If you are joining us for the first time, welcome! If you are returning, welcome back. Please take a few minutes to review the information in this booklet. It is a useful guide to all operational protocol during the Festival. **If you are approved as a vendor, you will be expected to know, understand and abide by it.**

**Mailing Address:** Dutchess County Regional Chamber of Commerce  
One Civic Center Plaza,  
Poughkeepsie, NY 12601

**Have questions?** Call Jean at (845) 454-1700 ext. 1006 or email: [Jean@drcoc.org](mailto:Jean@drcoc.org).

**VENDOR APPLICATIONS:** All applications are chosen on product/services, the application and support materials, concessions experience, and booth presentation and location availability. We do not offer exclusivity to any vendor categories and reserve the right to limit the number of vendors in a category as well as menu items. Incomplete applications will not be considered. **Vendor Applications are due by May 1, 2019.** Applications will be reviewed in the order they are received. **You will be notified by email of acceptance within 10 days of receipt of your application.** Once an application is accepted, the vendor has until May 31, 2019 to send in the registration and required deposit. **Vendors are required to attend all three (3) days of the event. No exceptions.**

**IMPORTANT DATES:**

MAY 1 - VENDOR APPLICATIONS DUE  
MAY 31 - REGISTRATION & DEPOSIT DUE  
**JUNE 14 - INSURANCE CERTIFICATES & FINAL PAYMENT DUE\*\***  
JULY 11 - VENDOR CHECK IN OPENS

Updated March 8, 2019

JULY 12 - VENDOR CAMPING OPENS  
JULY 12 - BALLOON FESTIVAL GATES OPEN 4 P.M.  
JULY 13 - GATES OPEN 5 A.M. – 9 A.M. FOR MORNING BALLOON LAUNCH  
GATES REOPEN NOON – 9:30 P.M. FOR BALLOON FESTIVAL & 6 P.M. BALLOON LAUNCH  
JULY 14 - GATES OPEN 5 A.M. – 9 A.M. FOR MORNING BALLOON LAUNCH  
GATES REOPEN NOON – 8 P.M. FOR BALLOON FESTIVAL & 6 P.M. BALLOON LAUNCH

***\*\*Failure to meet the June 14, 2019 deadline with final payment and insurance may result in cancellation of your vendor space and loss of your deposit. Any vendor cancellation after June 14, 2019 results in loss of deposit.***

#### **TYPES OF VENDORS**

- Food Trucks & Food Concessions
- Retail Sales Concessions
- Craft Beverage Concessions

#### **HOURS OF OPERATION – VENDORS ARE REQUIRED TO ATTEND ALL THREE DAYS. NO EXCEPTIONS.**

**Friday, July 12** - The Balloon Festival opens on Friday at 4 p.m. and closes at 9:30 p.m. All vendors are expected to be open for business on Friday from 4 p.m. to 9:30 p.m.

**Saturday, July 13** – The Balloon Festival opens at 5 a.m. to 9 a.m. and offers free admittance for viewing the 6 a.m. hot-air balloon launch. Only food vendors who are serving breakfast are generally open during this time. If you are not a food vendor, for security purposes, you must request in advance, to be open during the morning hours on your registration form. The Balloon Festival reopens at NOON to 9:30 p.m. and admittance is charged. All vendors are expected to be open on Saturday from Noon to 9:30 p.m.

**Sunday, July 14** - The Balloon Festival opens at 5 a.m. to 9 a.m. and offers free admittance for viewing the 6 a.m. hot-air balloon launch. Only food vendors who are serving breakfast are generally open during this time. If you are not a food vendor, for security purposes, you must request in advance, to be open during the morning hours on your registration form. The Balloon Festival reopens at NOON to 8 p.m. p.m. and admittance is charged. All vendors are expected to be open on Sunday from Noon to 8 p.m.

#### **INSURANCE CERTIFICATES – MUST BE SUBMITTED BY JUNE 14**

***Certificates must name both the following as additionally insured for a minimum of \$1 million to be accepted:***

- Dutchess County Regional Chamber of Commerce, One Civic Center Plaza, Poughkeepsie, NY 12601
- Dutchess County Agricultural Society, Inc., 6550 Spring Brook Ave., Rhinebeck, NY 12572

***Certificates of Insurance can be faxed to ATTN: Jean Harris at (845) 454-1702***

All vehicles driving on the Fairgrounds property must have valid auto insurance coverage.

#### **NY STATE SALES TAX**

It is the responsibility of the vendor to obtain proper documentation from the NYS Sales Tax Office. A search on the Internet for How to Register for New York State Sales Tax: Tax Bulletin ST-360 will guide

Updated March 8, 2019

you to the appropriate site for information. Your Sales Tax Certificate should be on display at your booth location.

### **FOOD TRUCKS/VENDORS DEPT. OF HEALTH PERMITS**

Food permits can be obtained from the Dutchess County Department of Behavioral & Community Health, 85 Civic Center Plaza, Suite 106, Poughkeepsie, NY 12601, (845) 486-3404. For more information visit <https://www.dutchessny.gov/Departments/DBCH/29419.htm>

Every food truck/vendor must have an appropriate fire extinguisher present at all times. **NO GENERATORS ALLOWED.**

**ATTENTION FOOD VENDORS:** Local Law No. 5 of 2017 prohibits the use of all disposable food service containers containing expanded polystyrene foam for sale, packaging, or distribution of food at all Dutchess County facilities, parks, or events. This includes Polystyrene coffee cups. The local law is currently in effect, and **enforcement shall commence on January 1, 2019**. Food Service Sanitarians will enforce this law during inspections.

### **CHECK IN & SET UP TIME FOR ALL VENDORS IS AT MULBERRY STREET GATE:**

*\*All vendors must be set up AND have moved all support vehicles to designated parking areas by 3:30 p.m. Friday, July 12. Any late arrivals will be penalized. All vendor employees must have a vendor pass for entry (NO EXCEPTIONS).*

- **Thursday, July 11<sup>th</sup> - Noon to 4:00 p.m. Gates will close at 4 p.m.**
- **Friday, July 12<sup>th</sup> – 9 a.m. to 3:00 p.m.\***

**VENDOR PACKETS WILL BE SENT TO YOU BY UPS OR CAN BE PICKED UP AT THE CHAMBER OFFICES ON JULY 1-3 OR JULY 5. YOUR PACKET INCLUDES:**

- **Twelve (12) Vendor Tickets for your staff to enter. Or more if you purchased additional tickets.**
- **Two (2) Vendor Parking Passes to be placed on dashboards of support vehicles for parking in designated Vendor Parking Area.** Keep these passes for the entire weekend. If you lose one, they cannot be replaced.

*\*\* Your packet may be picked up in advance at our offices at One Civic Center Plaza, Suite 400, Poughkeepsie, NY between the hours of 8:30 a.m. to 4:30 p.m. Monday, Tuesday, Thursday or Friday, beginning July 1 – 3 or on July 5. The office will be closed on July 4.*

Vendors are asked to quickly unload their vehicles and then move to the designated parking area. We also ask all to be polite and keep their product and packing materials from closing aisles and encroaching on other's booth spaces while setting up. All vendors must be within their allotted space. If you rent a 10' x 10' space then all of your booth must be contained within that space. Vendors will not be able to remove service trailers and trucks once they are set in place. All vendors must move support vehicles to designated area 30 minutes prior to gates opening for the festival. You will be notified by the Fairgrounds staff when it is safe to bring vehicles back in for restocking or breakdown at the end of each day. No vehicles are allowed inside the fairgrounds during hours of festival operation. Removal of goods or dismantling any portion of a booth will not be allowed during hours of festival operation.

### **FORKLIFTS**

If you need a forklift, there is an additional fee of \$150.00 per hour (half hour minimum).

**ELECTRIC**

**NO GENERATORS ALLOWED.** To be properly hooked to an electrical panel all extension cords must be a minimum of 100' in length and 10-gauge extra heavy duty – rated for 30 amps of power. Any electrical cord that does not meet this specification will be unacceptable, cannot be hooked to access electric and will cause service interruption.

**SEWER**

Gray water hoses must be 100' in length.

**SECURITY**

Security will be on duty overnight on the grounds, however, neither the festival nor the fairgrounds will be responsible for any valuable items left unattended.

**TENTS**

All outdoor concessions must be covered. Easy up tents are acceptable and must be anchored. All tents must be weighted with a minimum of 25 pounds of weight per leg using sandbags, cinder blocks, etc. or staked and be able to withstand strong winds. To avoid the possibility of hitting underground water and electrical lines, permission and placement of all tents must be secured before being set up and therefore cannot be moved without permission.

A limited number of tents are available for rental, and are on a first-come-first serve reservation basis.

**CONCESSIONS OPERATIONS**

Vendors are responsible for abiding by all Federal and State laws of employment and operations. Vendors assume full responsibility for the proper care, protection and operation of their space and will be held responsible for the conduct and acts of their employees or agents. Appropriate dress is expected from vendors and their employees. Vendors are responsible for all accidents or worker injury at the space. All business must be conducted within the bounds of the vendor space. No cigarettes, cigars or e-cigarettes are permitted in vendor space at any time. Consumption of alcohol by vendors is prohibited.

**NOISE**

**NO GENERATORS ALLOWED.** No loudspeakers, music or loud noise of any kind is allowed before 9 a.m. or after 9 p.m., EXCEPT for balloon launches.

**GARBAGE/TRASH & RECYCLING:**

Vendors are to take trash, boxes or other items for removal to dumpster at close of each day. *Sunday evening cleanup begins at 7:30 p.m.*

**RECYCLING:**

Cardboard must be broken down; plastics, glass and tin must be rinsed and placed in plastic bags and placed in the appropriate receptacles at close of each day.

**FIRE RULES AND REGULATIONS:**

Decorations and any inflammable material will not be permitted. All exhibits and display material must be flameproof and pass the State Police and Fire Marshall inspection and approval. No gasoline stoves for cooking or heating, or storage of any inflammable liquids in booths or buildings. Anyone cooking in any type of booth must have a working fire extinguisher in the booth.

**NO SMOKING IN ANY BUILDINGS.**

**ADVERTISING MATTER:**

Updated March 8, 2019

Not allowed to distribute advertising matter in the Fairgrounds except from place of business, where such privilege is granted. The tacking or posting of *any* advertising cards or signs on outside of buildings is prohibited. All signs must be inside concession area. No adhesive materials can be distributed.

**INTOXICATING BEVERAGES:**

No one admitted to the festival is ALLOWED TO CARRY ON THE PREMISES OF THE FAIRGROUNDS ANY BEER, WINE OR ALCOHOLIC BEVERAGES to be consumed on the grounds.

**SIGNS:**

Only items listed on the contract will be allowed for display or sale. No hand-written signs will be allowed. All signs must be professionally generated.

**BANNED ARTICLES:**

Dutchess County Agricultural Society will enforce the regulations of shirts required, no pets, bare feet, bottles, cans, scooters, bicycles, Heelies, skateboards or skates on the grounds. The following items are not allowed: guns, knives (excepting kitchen cutlery), poppers, cap guns, smoke bombs, fireworks, explosives, drug paraphernalia, stretch bottles, silly string, laser pointers, any type of blowgun and any other item deemed dangerous or controversial by management. Obscene and inappropriate materials are forbidden. The management reserves the right to make these judgments. No stickers or adhesive materials can be distributed or applied to patrons or grounds.

**Dutchess County Local Law No. 5 of 2017 prohibits the use of all disposable food service containers containing expanded polystyrene foam for sale, packaging, or distribution of food at all Dutchess County facilities, parks, or events. This includes Polystyrene coffee cups.**

**PET POLICY:**

Insurance regulations rule that dogs will not be permitted within the Dutchess County Fairgrounds. (Exception: dogs in contracted shows, acts or performances, and Seeing Eye dogs)

**NYS SALES TAX:**

It is your responsibility to obtain proper documentation from the NYS Sales Tax Office. A search on the Internet for How to Register for New York State Sales Tax; Tax Bulletin ST-360 will guide you to the appropriate site for information. Your Sales Tax Certificate should be on display at your booth location.

**RAFFLES:**

Raffles and drawings, free or paid, and donation collections are not allowed.

**LIGHTING:**

It is recommended that you bring your own lighting, as tents get dark during evening hours. As of 2015, all lighting should be energy efficient lighting. Halogen and Quartz lighting is not allowed.

**ICE**

There is no ice available for purchase on the fairgrounds. You must bring in your own ice.

**PROPANE**

Bottini Fuel is the fuel purveyor for the fair. They will be on the grounds each day.

**OVERNIGHT CAMPING**

Updated March 8, 2019

Limited vendor camping sites are available on a first-come, first-serve basis and are strictly for RVs or Campers. Overnight camping must be arranged and paid for in advance. **NO TENTS ALLOWED. NO SLEEPING IN CARS OR OTHER VEHICLES.** RVs/Campers will not be allowed on site before Noon, Friday, July 12 and must be removed by 9 a.m. Monday, July 15. Camping permit must be displayed prominently in a front window. NO OPEN FLAMES of any kind. Every camper must have an appropriate fire extinguisher and it must be present at all times.