



**TO: PROSPECTIVE FOOD VENDOR FOR TRACK**

**FROM: MEGAN STANGELO, EVENT MANAGER**

**DATE: JANUARY 21<sup>ST</sup> 2022**

**RE: PRO FOOTBALL HALL OF FAME ENSHRINEMENT FESTIVAL BALLOON CLASSIC VENDOR APPLICATION**

The Pro Football Hall of Fame Enshrinement Festival Balloon Classic is scheduled for, **FRIDAY & SATURDAY, JULY 29-30<sup>TH</sup> 2022.**

The Canton Regional Chamber of Commerce and its Events Department will continue planning for the 2022 Pro Football Hall of Fame Enshrinement Festival Balloon Classic. As we monitor the CDC and the Ohio Department of Health data, we will adapt our plans for health safety.

The application form is available online. If you would like to complete your application online please use the link, <https://www.profootballhoffestival.com/balloon-classic-fireworks-vendor-application>. Before submitting your application form, you must read and agree to the 2022 Balloon Classic Policies and Procedures.

Enclosed you will find important information regarding the event along with the application form. The deadline for receipt of applications is **May 20, 2022. In addition to the application form, you must also enclose the entry fee of \$1,095, a copy of your mobile food license, and a copy of your insurance certificate; a photo of your exhibit would also be appreciated, if available.** Submission of an application in no way guarantees acceptance for participation. You will not be accepted as a vendor at the event until you are notified, in writing, by the Pro Football Hall of Fame Enshrinement Festival.

If you need any assistance in understanding or completing this application, or have questions feel free to contact me at the Enshrinement Festival office by email at [megans@cantonchamber.org](mailto:megans@cantonchamber.org) or by calling (330)458-2053. I look forward to receiving your application and working with you this year.

Sincerely,

Megan Stangelo  
Event Manager

## **Vendor Information**

You are invited to submit an application to participate as a food vendor at the Pro Football Hall of Fame Enshrinement Festival Balloon Classic. The event will be held Friday and Saturday, July 29<sup>th</sup> and 30<sup>th</sup>. A complete Enshrinement Festival schedule is attached. The events will be held at Kent State University at Stark and Stark State College campuses.

The Balloon Classic continues to be one of the most popular of all Enshrinement Festival events and traditionally attracts capacity crowds to enjoy the balloons, food, and entertainment available throughout the weekend.

The Balloon Classic will have food vendors assigned to strategic locations in order to serve the masses of people who are located throughout the vast area of balloon activities.

We must stress that the Balloon Classic vendors will be considered based on the following guidelines:

- Applications received will further be considered in accordance with a plan to benefit the overall good of the event. Our selection committee considers, but is not limited to, variety of menu, prior participation, date of application, water and electrical needs, and space availability. The committee reserves the right to accept or reject any application(s) at its sole discretion.
- Applications must specifically list all items you desire to sell and pricing of each item. You are not permitted to add any food item or change the pricing of any item after you have received your acceptance to participate. The Balloon Classic committee will review your proposal and confirm in writing to you which items will be permitted for sale if you are accepted as a vendor.
- Power sources are very limited at Kent State University at Stark, so food vendors who are totally self-contained (for water and electricity) will be given first preference.

## **Policies & Procedures**

1. All Enshrinement Festival vendors must follow the schedule (see attached).
2. Enshrinement Festival food vendors are **NOT** permitted to sell any alcoholic beverages or to consume alcoholic beverages on the premises.
3. Kent State University at Stark is a smoke and tobacco-free campus. Visitors and others who are on campus and in violation of the policy will be reminded of the rule and asked to comply with it.
4. Balloon Classic food vendors are permitted to their own beverages with the following criteria: You will **NOT** be able to purchase product through the Festival as is years past.  
**YOU MUST BUY AND BRING YOUR OWN PRODUCT.**
  - ALL beverages (soda and water) **MUST be PEPSI brand**
  - Soda and Water must be sold at a price point of \$2.00 Per Bottle
  - ONLY Bottles can be sold. **NO CANS.**
  - You can sell fountain beverages only if you have a self-contained water unit; (we provide water only for on-site hand and utensil washing)
  - You are also permitted to sell lemonade at your desired price point

If a vendor has any beverage signage other than Pepsi on their trailer, it must be covered. The **ONLY** exception are those vendors that are permitted, in writing, to sell fresh squeezed lemonade.

5. Ice will be available for purchase at \$5.00 per 22 lb. bag. It can be purchased through the Track Vendor Liaison, whose information will be provided to you closer to the event.
- 6.
7. All Enshrinement Festival food vendors will be assigned to designated areas, strategically located in the midst of the crowd in order to best accommodate the masses of people and promote profit for vendors. Assignment will be made by the Committee in order to assure a variety of menu items at various locations.
8. Vendors must agree to staff their booths with sufficient numbers of employees to serve the large crowds; we want to do everything possible to avoid long waiting lines.
9. The Committee does not grant exclusivity to vendors. The committee monitors the number of vendors with similar menus and limits the number of conflicting menu items.
10. **LIABILITY:** Neither the Canton Regional Chamber of Commerce nor its Pro Football Hall of Fame Enshrinement Festival Committees, The Pro Football Hall of Fame Museum nor their respective members, representatives, contractors, corporate sponsors, successors and assigns will be responsible for any injury, loss, or damage that may occur to the vendor or the vendor's employees, agents, contractors, representatives, or property from any cause whatsoever. It is the vendor's responsibility to protect machinery, perishables, and exhibits so that no injury will result to the vendor, public, visitors, guests, persons or property.
11. **INSURANCE:** All property of the vendor, including food items and other perishables, is understood to remain in vendor's care, custody, and control in transit to, from, or within the confines of the Balloon Classic area subject to the regulations issued by the Committee. The vendors, on signing this contract, expressly release, agree to hold, keep, and save harmless and indemnify the Canton Regional Chamber of Commerce and its Pro Football Hall of Fame Enshrinement Festival Committees, The Pro Football Hall of Fame Museum, Jackson Township, Kent State University, Stark State College and their respective members, representatives, contractors, corporate sponsors, successors and assigns from and against any claims for any loss damage, or injury arising out of or related to vendor's negligence in connection with vendor's participation in the Pro Football Hall of Fame Enshrinement Festival Balloon Classic. Vendor agrees to carry appropriate insurance through such carriers and containing such limits, terms, and conditions as the Committee may require and shall deliver to the Committee an insurance certificate as requested.

Each vendor is required to provide the Committee with an insurance certificate showing \$1,000,000/\$2,000,000 limits of liability. **This certificate MUST show the Canton Regional Chamber of Commerce and its Pro Football Hall of Fame Enshrinement Festival Balloon Classic as "Additional Insured."** Please notify your insurance agent of the "Additional Insured" requirement. Said certificate **MUST** accompany your registration.

12. **LICENSES:** All vendors must have an Ohio Food Service Operation Mobile or Temporary License prior to the event and must also display the certificate at the event. Each vendor must obtain their license and submit a copy with your application to be considered complete. If you do not have a current Ohio Food Service Operation mobile license, a temporary license must be obtained.

Vendors will need to obtain an Ohio Food Service Operation temporary license by completing the attached application and returning it to the Stark County Health Department, Attn.: Food Licensing, 7235 Whipple Ave NW, North Canton, OH 44720. The cost of the license is \$62.50. Please secure your license 10 days prior to the event. You can contact the Stark County Health Department if you have any questions (330) 493-9904.

13. Any registration received by the Committee without these certificates will be immediately returned to the vendor. The registration may then be resubmitted with all required information and documents.
14. Enshrinement Festival food vendor booth areas will be **25 feet long by 10 feet deep**. Vendors utilizing more space will be additionally charged accordingly. Vendors must furnish their own electric cables and approved water hose for utility connections (where applicable), fire extinguishers (anyone frying foods must have a "K" class fire extinguisher), and adhere to all Jackson Township Fire Department regulations, (included in the packet of information). Please bring at least 150' extension cord that meets or exceeds NEC code. GFI protection is required as per NEC proposed revisions (72.ART.525). You may not use any area outside of your marked space for storage of supplies, equipment, condiment tables, lighting stands, etc. Vendor must supply their own booth, equipment, tables, chairs, lighting, etc.

To avoid damage to the track, vendors should supply their own plywood and place it under any tires and/or poles that will come in contact with the track. Any damage to the track will result in further charges to the vendor if repairs are needed.

15. **SPECIAL EVENT VENDOR PERMIT:** The Jackson Township Zoning and Planning Department require all concession vendors within the township to complete the Special Event Vendor Permit which is included in your packet of information. Please complete the application and include a payment of \$30 and submit it to the Jackson Township Zoning and Planning Department located at 5735 Wales Avenue NW, Massillon, OH 44646 **two weeks prior to the event**. If you have questions please contact the Zoning and Planning Department at 330-832-8023.
16. **SANITATION:** Trash pickup will be provided to vendors using designated areas for disposal. Each vendor is responsible for dismantling, cleanup and removal of their booth at the end of the event on Saturday, July 31. The Enshrinement Festival provides ash and grease barrels. Vendors who do not clean up and remove trash, grease, and/or ashes by the end of the event Saturday night may be subject to additional charges and/or will not be invited back to next year's event.
17. **PARKING:** Vendors are permitted to have only one vehicle inside the fence at a time for set-up. Vehicles are not to be driven on the infield. All vendor vehicles must be parked during the event on the south side of the embankment behind the stage. You will receive a vendor parking pass for the designated area. Vehicles are not permitted to park along any portion of the infield fence. During the open hours of the event, no vendor owned vehicles are permitted inside the fenced area, including golf carts. All vehicles must be removed from the track by 3:00 p.m. on Friday and Saturday. The committee and their golf carts will give assistance to any vendor who needs to transport materials in and out of a booth.
18. **SUCCESSORS IN INTEREST:** This Agreement shall bind the respective parties and their representative heirs, successors and permitted assigns. Vendor may not assign its rights or delegate its duties without the prior written consent of the Committee.
19. **CHARACTER OR EXHIBITS:** The Committee reserves the right to prohibit the display of any article that, in its opinion, is not in keeping with the nature and character of the Pro Football Hall of Fame Enshrinement Festival. We encourage tasteful and artistic marketing by each vendor in the way of displays and signs that add to the aesthetics of the event. Please be respectful of families and the bands while playing music in your booth. Booth workers attire must be in good taste and in keeping with the Enshrinement Festival Balloon Classic family environment.
20. **ORDINANCES:** To ensure the safety of all participants, fire regulations, health, and other applicable regulations of Jackson Township, Stark County, and the State of Ohio must be observed.

21. **CANCELLATION POLICY:** Cancellation by vendor must be in writing at least thirty (30) days before the event and mailed to the Pro Football Hall of Fame Enshrinement Festival, to the attention of Andrea Hartman, event manager at 222 Market Avenue North, Canton, Ohio 44702. The vendor will receive a partial refund of the booth fee in the amount of \$100 only if the booth space is sold to another vendor. If the Committee is unable to sell the space to another vendor, no refund will be made. Occupancy of the booth space is the essence of the agreement. If the vendor does not occupy the booth space upon the opening of the event, the Committee shall have the right to use the booth space, as it may deem appropriate.

The vendor understands that this is an outdoor event, subject to weather restrictions. The Committee makes no warranties or guarantees and shall have no liability whatsoever in case of damage to the vendor through war, governmental action or order, act of God, fire, strike, labor disputes, weather, or any other cause beyond the Committee's control. The vendor expressly waives liability and releases the Canton Regional Chamber of Commerce, the Pro Football Hall of Fame Enshrinement Festival Committee, the Pro Football Hall of Fame Museum, Jackson Township, Kent State University, Stark State College and their respective members, representatives, contractors, corporate sponsors, successors and assigns of and from all claims for damage and agrees that the Canton Regional Chamber of Commerce and the Committee shall have no liability whatsoever.

## **VENDOR SCHEDULE JULY 28-30<sup>th</sup> 2022**

In order to accommodate our spectators and make the event more profitable for our food vendors, we are pleased to provide the following guidelines for your information. A Vendor Liaison will contact all vendors prior to the event regarding set-up.

### **THURSDAY, JULY 28, 2022**

<b>3:00 P.M.</b>	Vendors may arrive for set-up if so desired. Absolutely no one will be permitted to begin set-up <b>prior to 3:00 P.M.</b> or <b>after 7:00 P.M.</b> and a committee liaison for vendors <b>must be</b> present during set-up. Please note you <b>will not</b> have electricity on Thursday evening.
------------------	--

### **FRIDAY, JULY 29, 2022**

<b>8:00 A.M. – 12:00 P.M.</b>	Vendors set-up
<b>1:00 P.M.</b>	All vendors must be ready for inspections by the Health and Fire Departments
<b>4:00 P.M.</b>	All vendors must be open and ready for business.
<b>11:00 P.M.</b>	All vendors to cease operation.

### **SATURDAY, JULY 30, 2022**

<b>4:00 P.M.</b>	All vendors open and ready for business.
<b>11:30 P.M.</b>	All vendors to cease operation.

- ✓ At close of event on Saturday, July 30, vendors must remove all items from their area and leave it in the same condition as when they arrived. **VENDORS MAY NOT LEAVE ANYTHING ON SITE, (including items such as crates, bread trays, etc).**

## 2022 Balloon Classic Vendor Application

Vendor Name:		
Contact Name:		
Street Address:		
City, State, Zip:		
Cell Phone:		
Email:		
Number of Booths:		
Booth's Length & Depth: _____ Length x _____ Depth		
<b>Please Note: Each booth is 25' long x 10' deep</b>		
Where is your serving window located on your unit? Please be as specific as possible to avoid any confusion during setup. _____		
Payment Enclosed:		
Application Authorized by:		
Signature:		
<b>PLEASE NOTE:</b> Water available on site for hand & utensil washing only, <u>not</u> to be used for fountain pop.		
Are you self-contained for water?	Yes	No
Are you self-contained for electric?	Yes	No
Do you need 220 power?	Yes	No
If yes, what amperage is needed?		
Do you need standard 110 power?	Yes	No
If yes, how many circuits at what amperage is needed?		
Do you need generator service 24-hours a day?	Yes	No
Do you need ice?	Yes	No

Will you be Selling Pepsi Products? (if "Yes", please provide detail below)	Yes	No	
<b>Product</b>	<b>PRICE</b>		
<b>Please list ALL menu items &amp; prices: (Committee will notify you in writing, regarding approved items)</b>			
ITEM:	PRICE:		
IMPORTANT: Please accurately list your equipment (fryers, griddles, etc.) and ratings (KWs or AMPs):			
EQUIPMENT	AMP RATING	QUANTITY	110 OR 220

Please submit to Megan Stangelo **May 20, 2022:**  
Email: [megans@cantonchamber.org](mailto:megans@cantonchamber.org)

Pro Football Hall of Fame Enshrinement Festival  
Attn: Megan Stangelo  
222 Market Avenue North  
Canton, OH 44702





**Please note, your application is not complete until you submit:**

- ✓ Vendor Application
- ✓ **\$1,095** Application Fee (Cash, Credit Card, or Check to Canton Regional Chamber of Commerce accepted)
- ✓ Insurance Certificate, listing Pro Football Hall of Fame Enshrinement Festival as "Additionally Insured"
- ✓ Copy of Mobile Food or Temporary License Front and Back
- ✓ Complete and submit the Special Event Vendor Permit and \$30 to Jackson Township Zoning and Planning Department. The application can be found at <https://jacksontwp.com/special-vendor-permit-application/>