

# Ravenna Balloon A-Fair

P.O. Box 454  
Ravenna, Ohio 44266



Hi Everyone,

Thank you for your interest in our 43rd Annual Ravenna Balloon A-Fair, which will take place on September 17th and 18<sup>th</sup>, 2022! I hope that, once you have experienced our festival, you'll want to return year after year!

Planning for the 2022 festival has been underway for several months already, and our goal is to have a great festival that is enjoyed by thousands. Therefore, we need to make you, our booth participants, excited about coming to this event.

We attempt to place all our downtown vendors where they will have the best business and exposure. It's not an easy task! There are many things that must be considered in the placement of booths, and we ask for your understanding of this process. We attempt to place repeat vendors in their previous year's spot; however, this is **not** a guarantee.

Please read the rules and regulations carefully, as there may have been some changes. When filling out your application, make sure to mark and pay for the space you need. Please pay attention if you have a trailer. Measure from tow to tail. If you have side windows and awnings, you need to measure and leave space to accommodate other patrons. Our spaces are 10' x10'. Anything bigger will require 2 or more spots.

Please sign the waiver form and mail back with your application and payment to: Ravenna Balloon A-Fair, P.O. BOX 454, Ravenna, OH 44266 – Attn: Melissa English. It must be received by July 1, 2022. Any applications received after July 1<sup>st</sup> will be placed on a first come, first served basis.

If you are selling any food and do not already have a mobile license, please contact the Portage County Health Department at (330) 296-9919. All temporary food permits must be obtained no later than 15 days prior to the event. Vendors equipment may have to be inspected.

You will receive your final mailing around the **first of September**. We hope to make this a profitable and successful year for everyone. Thank you for your support and participation. Please feel free e-mail me with any questions. We hope to see you at the fair!

Respectfully,

Missy English  
Booths Chairperson  
booths@ravennaballoonafair.com

**RAVENNA BALLOON A-FAIR SEPTEMBER  
17, 2022  
DOWNTOWN BOOTHS PARTICIPATION  
GENERAL RULES AND REGULATIONS  
SPACE DESIGNATIONS AND REQUIREMENTS**

1. Space will be provided in area units no less than 10' X 10', only on streets and designated by the committee as the site of the Ravenna Balloon A-Fair. You cannot go into the street farther than ten-foot limit. Each organization, business or individual must furnish its own help for construction, manning, and tearing down its booths.
2. Fee must accompany the application to be confirmed by the committee. Make checks payable to: Ravenna Balloon A-Fair. The Hold/Harmless Waiver attached to the application must be sign and returned with your application before participation.
3. Multiple area units purchased by the same participant will be adjacent unless otherwise requested and approved.
4. You will receive your space assignment in later August or early September.
5. The committee will provide only the marked areas. NO others or equipment will be available including, but not limited to: heavy duty 12 gauge or larger drop cords, trash receptacles, water, tables, or chairs.
6. Display booths and equipment can be moved into the designated area after 4:00 am on Saturday, September 17, 2022 in downtown Ravenna. All vehicles must be cleared from the parade route area and booths up and ready by 8:00 am. You may park your vehicles anywhere there is legal parking in Ravenna. Do not park anywhere that is roped off or barricaded.
7. Check-in is required at the information booth before you proceed to your booth area to set up equipment.
8. For safety reasons, all booths and displays or concessions cannot be removed and ABSOLUTELY NO VEHICLES WILL BE PERMITTED WITHIN THE FESTIVAL AREA UNTIL 5:30pm SATURDAY. THIS RULE WILL BE STRICTLY ENFORCED!!
9. Extension cords must be outdoor, heavy duty 12 gauge or larger drop cords. Also, be prepared to go 100 feet to an outlet. **HOUSEHOLD POWER STRIPS AND EXTENSION CORDS WILL NOT BE ALLOWED!**
10. **NO GENERATORS ALLOWED!!!!**
11. All hot oil or grease must be disposed of by vendor. Our waste company will not take care of it. No waste disposal or water hookup will be available. You must make your own arrangements.
12. For the booths selling food, please contact The Portage County Health Department to obtain your food permit NO LATER THAN 15 DAYS PRIOR TO THE EVENT. You can call Beth Ahrens at (330) 296-9919 ext. 103 or e-mail [eahrens@portageco.com](mailto:eahrens@portageco.com). The address is 705 Oakwood Street, Suite 208, Ravenna, OH 44266. A Non-Commercial Fee is \$107.23. Commercial Fee is \$214.47. Vendor's equipment may have to be inspected prior to the event. **Please check with the Health Department in advance as the fees may have changed.**
13. **No Refunds.**

**THOSE FOUND NOT IN ACCORDANCE WITH THE ABOVE SAFETY RULES AND REGULATIONS WILL  
FACE EXPULSION FROM THE FESTIVAL.**

**Ravenna Balloon A-Fair**  
**Release and Waiver of Liability and Indemnity Agreement**  
**September 17, 2022**

In consideration of being permitted to participate in the Ravenna Balloon A-Fair and to maintain a booth or activity therein, relative to the Ravenna Balloon A-Fair in the City of Ravenna, Ohio on September 17, 2022 the undersigned for it, it's representative, heirs, and next to kin:

1.) HEREBY RELEASE, WAIVES, DISCHARGES, AND COVENANTS NOT TO SUE THE RAVENNA BALLOON A-FAIR, INC., its officers and members; official, agents, or any other person or entity working in conjunction with the RAVENNA BALLOON A-FAIR INC., all for the purpose herein referred to as RELEASES, all liability to the undersign, its personal representatives, assigns, heirs and next to kin for all loss and damages, and claim or demands therefore, on account of injury to the person or property herein caused by negligence of RELEASES or otherwise while the undersigned is participating in the RAVENNA BALLOON A-FAIR INC., in any manner.

2.) HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS AND RELEASES each of them from any loss, liability, damage, or cost they may incur due to the participation of the undersigned, its agents or others working in conjunction with it, in or upon the designated area of the RAVENNA BALLOON A-FAIR INC., and whether caused by negligence of the RELEASES or otherwise: and

3.) HEREBY ASSUMES FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH, OR PROPERTY DAMAGE due to the negligence of the RELEASES or otherwise while participating in the RAVENNA BALLOON A-FAIR, INC., and while setting up the booth, working, observing, or otherwise participating in such event.

EACH OF THE UNDERSIGNED further expressly agrees that the foregoing Release and Waiver of Liability and Indemnity Agreement is intended to be as broad and inclusive as is permitted by the law of the State of Ohio, and that the balance shall, notwithstanding, continue full legal force and effect. THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THE RELEASE AND WAIVERS OF ALL LIABILITY AND IDEMNITY AGREEMENT, and further agrees that no oral representation statements or inducements apart from the foregoing written agreement have been made.

Please Sign and Return with application, if not returned, it will take longer to process your application.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Ravenna Balloon A-Fair**  
**Downtown Booth Application --- September 17, 2022**  
 (Due by July 1<sup>st</sup> – No REFUNDS)

Name of organization, business or individual (as you want it advertised):  
 \_\_\_\_\_

Participated last year and would like the same location (if available) Yes \_\_\_ No \_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail \_\_\_\_\_ Facebook: Yes \_\_\_ No \_\_\_ (for linkage and promotion)

Additional Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

**Type of Space Usage:** Crafts: \_\_\_ Displays: \_\_\_ Games: \_\_\_ Sales: \_\_\_ Food: \_\_\_

**Description of Equipment Usage:**

Tent \_\_\_ Table(s) \_\_\_ Booth \_\_\_ Trailer \_\_\_ Other (describe) \_\_\_\_\_

**Item Description for Sale/Display:** \_\_\_\_\_

Prices Listed are for 10' x 10' space or electrical outlet.	Quantity	Price	Subtotal
1) Commercial Sales Booth & Store Owners		\$100.00	
2) Non-Profit Organization (Booth must be manned. Crafts, Displays, Food, Games)		\$75.00	
3) Individual Sales Booth (Crafts, Displays, Food, Games –NO commercial food trailers)		\$75.00	
4) Commercial Industrial Display Booth (No sales allowed)		\$75.00	
5) 110 Volt Electrical Outlet (12 gauge or larger grounded cord)		\$25.00	
6) 220 Volt Electrical Outlet (12 gauge or larger grounded cord)		\$50.00	

**REMEMBER: No power strips or household extension cords are permitted! Extension cords must be 100 feet. Cords must be in good condition! **NO GENERATORS!****

Please make checks payable to **Ravenna Balloon A-Fair**

**Mail To:** Melissa English c/o Ravenna Balloon A-Fair, P.O. Box 454, Ravenna, OH 44266

Signature of Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only	
Pymt Type _____	Date: _____
Last Year _____	Space # _____
Location # _____	