

**2ND ANNUAL  
ALBUQUERQUE BALLOON MUSEUM**

# Car Show

PRESENTED IN CONJUNCTION WITH THE...  
**CLASSIC CHEVY CLUB OF ALBUQUERQUE**

**APRIL 12, 2014 10 A.M. - 4 P.M.**

## VENDOR INFORMATION

The Albuquerque Balloon Museum & the Classic Chevy Club of Albuquerque will be presenting a Car Show on April 12, 2014 from 10 a.m. to 4 p.m. at the Anderson-Abruzzo Albuquerque International Balloon Museum, located at 9201 Balloon Museum Dr. NE, Albuquerque, New Mexico, 87113. We welcome your participation and hope to provide a large selection of products, merchandise, information and hands on activities to those attending the event.

It is the vendors' responsibility to provide complete and accurate information about the products they will be selling or displaying at the Car Show. The Event Staff must approve any and all items that will be sold or displayed from your booth. Once approved, vendors may not alter the products identified on their application without prior approval from the Event Staff. Activities other than the sale of the items listed on the Vendor Application Form, must be approved by the Event Staff. Mobile vending will be at the discretion of the Event Staff and prior approval is required. Only those vendors that have successfully completed the attached Vendor Application Form will be allowed to sell and display at the event. The Event Staff has the authorization to make the final determination on the selection of vendors.

**Rules and Guidelines:** (Be sure to read below carefully before submitting your Vendor Application Form.)

**Vendors are responsible for their own set up and tear down including tables and chairs, within a 10' x 10' space. Canopies are not allowed, however, umbrellas may be used.**

1. Set up must be complete no later than 9:00 a.m. and tear down must be complete no later than 5:30 p.m. on April 12, 2014.
2. Vendors may begin setting up at 7 a.m. on April 12, 2014.
3. Vehicles may not be driven into the program area, unless approved by the Event Staff.
4. Sales are only permitted between the hours of 10 a.m. and 4 p.m. You may not tear down before 4 p.m.
5. Vendor locations will be determined by the Event Staff.
6. All tables must be covered with a table cloth, preferably one that extends to the floor. Vendors must make every effort possible to create a festive atmosphere through dress or decorations reflecting the Car Show.
7. Vendors are responsible for maintaining a clean area throughout the event and are responsible for cleaning their area prior to leaving. Amplified sound is not allowed at your booth.
8. Sale of prepared, ready-to-eat foods and/or beverages is not allowed.
9. All items sold must be suitable for family events. No obscene or offensive slogans, pictures, artifacts, or drug paraphernalia allowed. Absolutely no weapons, drugs or alcohol on premises.
10. All items exhibited and sold must be of similar type and quality to those represented in your application.
11. All vendors must abide by all rules and guidelines, including fair trade practices, health and safety. All sales, transactions, and orders are between the vendor and the buyer, and are to be honored.
12. The City of Albuquerque and the Classic Chevy Club of Albuquerque are not responsible for any injuries, accidents, lost or stolen items, water damage, or any hardships due to weather conditions.
13. Only one business allowed per rented space. A valid City of Albuquerque Business Registration is required if selling.
14. Up to two spaces allowed per vendor. Additional space will be considered on a case by case basis. Spaces may not be sublet.
15. Failure to submit payment and required documents at the time of application will result in disqualification of your application.
16. The Car Show is a rain or shine, event. Refunds will not be issued.

**Limited electricity is available on a first come first serve basis for an additional fee of \$10.00.**

**Requests and payment must be made in advance of the show.**

**Generators are not allowed.**

**Sales for this event are not guaranteed.**

**There are a limited number of spaces available so please submit your Vendor Application Form early.**

**Call 505.401.2994, 505.768.6028, 311, NM Relay or 711 or visit:[www.cabq.gov/balloon](http://www.cabq.gov/balloon) to obtain more information or to download additional Vendor Application Forms.**

# 2014 VENDOR APPLICATION FORM

Business Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

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

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

**Please check one:**     **\$50.** Merchandise Vendor     **\$25.** Exhibit Vendor (no sales, display only)

Check here  if you are paying an additional **\$10.** for electricity. *(Limited 110 available)*

Total Amount Enclosed: \_\_\_\_\_

Please provide a description of your items: \_\_\_\_\_

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By signing below I understand and agree that if accepted I agree to follow the Rules and Guidelines and I accept full responsibility for any loss, injury or damage to persons or property while operating at the 2014 Balloon Museum Car Show.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Mail this Application, along with a check for the full payment amount, (payable to the Classic Chevy Club of Albuquerque) to:**

Melinda Otzenberger/CCCA  
P.O. Box 13832  
Alb., NM 87192



**Deadline for Submitting this Application is April 4, 2014**