

Hangar 24 AirFest Vendor Information Sheet

Thank you for your interest in participating as a vendor in the 8th Annual Hangar 24 AirFest. Below is information that will help you through the process.

APPLICATION PROCESS

- Vendor applications are available on [Hangar 24 AirFest website](#). Upon completion of application please forward via email to cbash@hangar24charities.org. Deadline for applications is **12 Noon, Friday, April 1, 2016**. **Please do not send any money until we have accepted your application.** Unfortunately we are not able to accept all vendors as we strive to provide the air show customers with a variety of vendor types.
- On the application please list all product(s) to be sold, promoted, displayed or given away. Hangar 24 Craft Charities reserves the right to select the items a vendor is allowed to sell based on the product, duplication of product and/or objectionable items. If you are not selling, but generating leads for future business, please indicate product or service on application.
- Accepted vendors will be posted at [Hangar 24 AirFest website](#) on **April 15, 2016**. Email notification will also be sent out.
- Hangar 24 Craft Charities reserves the right to deny an applicant or limit products sold which are in conflict with other agreements, contracts or deemed unsuitable for the event.

IMPORTANT DATES

- Application Deadline **April 1, 2016 –12 Noon**
- Vendor Notification **April 15, 2016**
- Certificate of Insurance and payment Due **April 21, 2016**
- Cancellation deadline **May 1, 2016**
- Hangar 24 8th Annual AirFest **May 14, 2016**

REFUND POLICY

- The Hangar 24 AirFest Committee recognizes that circumstances may arise that will prevent your participation; to be eligible for a refund, you must inform air show staff no later than 5:00pm Sunday, May 1st, 2016.

NON PROFITS

All nonprofit organizations applying to participate must submit their not-for-profit status (501 c 3 status) to be eligible for the nonprofit pricing, and the ability to fundraise at the event. The nonprofit organizations that have been approved for the Hangar 24 AirFest and 8th Anniversary Celebration may distribute flyers, pamphlets, brochures or other information within their assigned booth at the AirFest. There shall be no posting of information on hangars, other booths, or any aircraft.

INSURANCE REQUIREMENTS

The business name on any insurance documents **must match** the Organization Name on your application. If your insurance name and organization name are different, please request that your insurance agent adds the organization name to your policy. You will need to provide the following for this event:

Certificate of Insurance with the following

- General Commercial Liability with
 - \$1,000,000 per Occurrence
 - \$1,000,000 Aggregate
 - \$1,000,000 Products and Completed Operations Aggregate
 - Additional Insured Endorsement
- Automobile Liability
 - \$1,000,000 Combined Single Limit
 - Must cover all Owned, Non-owned & Hired autos
- Workers' Compensation
 - \$1,000,000

- Must include a waiver of subrogation

Please list the following as additional insured on your insurance policy:

Hangar 24 Craft Charities, Hangar 24 Craft Brewery,
and Hangar 24 Craft Distribution and its officers,
employees, agents, and volunteers
1939 W. Park Ave.
Redlands, CA 92373

City of Redlands and its officers,
employees, agents, and volunteers
35 Cajon Street
Redlands, CA 92373

and

Certificate of Insurance must be submitted via email no later than **12 noon, Friday, April 21, 2015.**

BOOTH PRESENTATION:

Hangar 24 AirFest will represent the best vendors, both in the quality of product and in the attractiveness of presentation. Vendors will be required to adhere to strict standards of booth presentation.

- Vendors will be charged for each space they wish to occupy
- All vendors must provide their own canopies, tables, table covers, chairs, and signage. Vendors must present an attractive display, including the use of table drapes. Drapes must be hemmed and long enough to cover any items stored underneath. Material that is soiled or torn is not acceptable.
- Event area will be lit, but if booth requires additional lighting during the night, Vendor will be responsible for providing it and power.
- Back walls and side walls are highly recommended.
- No handwritten signs are permitted. All signage must be of a professional quality.
- All vendors must set up, display, and operate within their designated booth space.
- No part of the display may interfere in any way with other vendor/exhibitors, or reach beyond the limits of the rented booth space.
- The booth shall be staffed at all times during the entire duration of the air show hours.
- Hangar 24 AirFest staff reserves the right to deny future participation to vendors who fail to meet rules & regulations or expected standards of presentation.

General Rules

1. Hangar 24 Craft Charities bears no responsibility for any theft or damages to property belonging to any participants in the Hangar 24 AirFest and 8th Anniversary Celebration. Hangar 24 Craft Charities assumes no responsibility for any items left unattended during Hangar 24 AirFest and 8th Anniversary Celebration.
2. No person participating in the Hangar 24 AirFest and 8th Anniversary Celebration shall state, imply, or otherwise suggest that Hangar 24 Craft Charities, Hangar 24 Craft Brewery, Hangar 24 Craft Distribution and/or Hangar 24 AirFest and 8th Anniversary Celebration sponsors or supports the views of his/her organization.
3. Participants in the Hangar 24 AirFest and 8th Anniversary Celebration shall be appropriately dressed and conduct themselves professionally and appropriately.
4. Participants may not sell merchandise of an adult nature, alcohol, or drug paraphernalia; nor may any merchandise be sold which may imply, suggest, or support this type of activity.
5. Participants may not sell any weapons of any type (i.e. toy guns, knives, swords, including collectible weapons, etc.) No poppers, silly string, or fire crackers of any type are permitted.
6. No person shall deface or otherwise alter the Redlands Municipal Airport, airport grounds, tarmac, or any other facilities.

7. All participants shall reimburse Hangar 24 Craft Charities for any costs incurred relating directly to their activity before, during, and after the event. This includes damages to landscaping, light fixtures, electrical outlets, fencing, airport grounds, tarmac etc.
8. All participants shall keep their area clean during the event, and leave the space and surrounding area clean afterward. Vendors are required to take all waste caused by or relating to their activity with them. If additional garbage collection, lot sweeping, or other cleanup is required, vendor fees will be increased to cover cost.
9. Animals of any kind are not allowed in the Redlands Municipal Airport area. Service animals are acceptable.
10. Excessive noise from sound systems, musical performances, and other audio equipment is prohibited. Sound-producing or sound amplification devices may not be used by Vendor without the prior written approval of Hangar 24 Craft Charities.
11. Vendors shall not interfere, verbally or physically, with the activities of other participants. All questions and/or complaints should be directed to the AirFest staff. AirFest staff shall respond appropriately.
12. There will be no selling out of storage boxes. All storage boxes are to be covered by the required table drapes; No flashing, blinking, laser, or strobe lights may be used or sold.
13. Any vehicle outside of the designated parking area or without proper vendor booth parking pass will be towed at owner's expense.
14. All flying objects and lasers are strictly prohibited, including but not limited to: balloons, remote controlled flying objects, Frisbees, balls, laser pointers, etc.
15. All participants shall comply with all of the above rules. Noncompliance, including offensive conduct, may result in immediate revocation of Hangar 24 AirFest and 8th Anniversary Celebration privileges and forfeiture of fees. Hangar 24 Craft Charities reserves the right to modify the Hangar 24 AirFest and 8th Anniversary Celebration General Rules without notice.

