

VIRGINIA HORSE FESTIVAL

Friday, May 3 – Sunday, May 5, 2019

Space Rental Application

PLEASE PRINT

Please Check: New Vendor Returning Vendor

NAME OF BUSINESS: _____

NAME OF CONCESSION IF DIFFERENT: _____

CONTACT NAME: _____ FED ID# _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: () _____ CELL: () _____

EMAIL: _____ FAX: () _____

YOUR WEB SITE (if any): _____

PRODUCTS: *(Please list all items that you would like to sell or display. Contract space will be assigned based on this list. Once a contract is signed, you may not display or sell additional items without prior written consent.)*

If selling, give price range \$ _____ to \$ _____.

Will a microphone be used? Yes No *Use is by permission only; volume low.*

Do you require water? Yes No

Do you require electricity? Yes No

*(If "Yes," you can complete a separate **Electrical Request Form** at a later date. Rates cover hook-up and usage all entire event. Outside Concessions are responsible for all internal wiring required to operate, plus a minimum of 100 feet of cable to reach electrical panels. If heavy power is needed, you can state requirements on Request Form.)*

Please list other expos or events you have been associated with and a contact person at each:

1 – _____

2 – _____

3 - _____

The applicant understands that this is an application **ONLY and is not a space rental contract with the Virginia Horse Festival: "I certify that this information is complete and true to the best of my knowledge."**

Signature of Applicant _____ **Date** _____

Comments about your space, if any: _____

Return to:

Virginia Horse Festival

Pam Daneker, Director Exhibit Sales

P.O. Box 130, Doswell VA 23047

vendor@meadoweventpark.com

Phone: (804)994-2890 Fax (804) 994-2927

2019 SPACE RENTAL RATES

OUTDOOR SPACE Outdoor space is sold in 5 foot increments i.e. if you need 13 front foot, you would buy three 5 foot increments for a total of \$750.

Food \$250 per 5 foot front increment
 # of 5 foot increments _____ x \$250 = \$ _____
 (Footage must include all awnings, overhangs, trailer hitches, tent stakes, etc.)

Plus \$25 for Water and Sewer + \$25

OUTDOOR FOOD SPACE TOTAL \$ _____

◆ **Do you have:** Trailer Set-Up_____ Tent Set-Up____ Seating_____ Other:_____

◆ **Would you like to accept:** Employee Meal Tickets (dollar for dollar): Yes No

**FOOD VENDORS: You will eventually need to file a form and fee directly to the Caroline Co. Health Dept.*

Non-food \$400 per 10 foot front increment
 # of 10 foot increments _____ x \$400 = \$ _____
 (Footage must include all awnings, overhangs, trailer hitches, tent stakes, etc.)

Non-Profit \$300 per 10 foot front increment
 # of 10 foot increments _____ x \$300 = \$ _____
 (Footage must include all awnings, overhangs, trailer hitches, tent stakes, etc.)

Bulk space for equipment & trailers \$500 per 40 foot front increment
 40 x 40 space # _____ x \$500 \$ _____
 (Footage must include all awnings, overhangs, trailer hitches, tent stakes, etc.)

OUTDOOR NON-FOOD SPACE TOTAL \$ _____

◆ **Do you have:** Trailer Set-Up_____ Tent Set-Up_____

INDOOR SPACE (Please indicate your preference)

<u>Exhibition Hall</u>	Early Bird (by 1-31-19)	Fill in choice(s)
Corner	10' D x 10' W \$ 400 x _____ space(s)	\$ 450 x _____ space(s)
Inside	10' D x 10' W \$ 350 x _____ space(s)	\$ 400 x _____ space(s)
Inside (non-profit)	10' D x 10' W n/a	\$ 250 x _____ space(s)
*Bulk Space	Over 400 sq. ft. up to 1000 sq. ft. \$1.75 per sq. ft.	Size _____
	Over 1000 sq. ft. \$1.45 per sq. ft.	Size _____

INDOOR SPACE TOTAL \$ _____

**Depending on space availability. If larger space is needed, please call*

New Vendors: **Please provide literature and photos** of your set-up and product line, which you can forward by email or regular mail. ****Please do not send payment with your application.** CF&E deposits all payments upon receipt. Depositing payment is not a guarantee of acceptance. If your application is accepted, you will be sent a contract with the terms and conditions of your agreement with Commonwealth Fairs & Events, Inc.

All vendors are required to contact Caroline County Commissioner of Revenue office to obtain a Business License