

**Culpeper Air Fest
2018 Vendor Application Form
October 13, 2018**

Company / Organization Name: _____

Name of Primary Contact: _____

Were you a vendor in 2017? Yes ___ No ___

Business Address: _____

City: _____ State _____ Zip _____

Phone: (_____) _____ E-Mail: _____

Types of Products/Services to be offered/advertised:

Food vendors: Please provide a menu of the foods/beverages you plan to offer.

Non-Profit, civic, public service and educational organizations: Please provide a brief description of your organization and its mission:

Approximate Amount of Space Required ("Footprint") _____ ft X _____ ft

Type of setup (Check one) Trailer ___ Pop-up Tent ___ Food Truck ___

Electrical Generator Required ___ Not Needed ___ Will Use My Own ___

Provide Exact electrical needs

Wattage required _____

Voltage/Amperage draw _____/_____

Type of plug (Number of prongs, neutral or no, etc.) _____

Names for Parking Passes:

Due to space limitations, parking passes are restricted to 2 per vendor. All other vendor employees, not traveling with the pass holders, will have to park at one of the high schools and take the shuttle busses to the airport.

General Vendor Policies and Requirements

The Air fest vendor area was full in 2017. We will give priority to last year's participants who turn in vendor applications by May 15th, 2018. After that date, new vendors will be accepted if space allows.

- **An application and a \$50.00** fee (make checks payable to "Culpeper Air Fest Foundation") is due August 15, 2017 for **all, for-profit vendors**.
- The application fee is waived for non-profit, public service, community, educational organizations that have only informational displays, Air Fest Sponsors, and businesses based at Culpeper Airport. Vendor selection will be completed by the end of August. The fee will be refunded to vendors who are not selected for participation. The fee becomes non-refundable upon selection to participate. Participating vendors acknowledge that weather and other factors will influence audience size or may force rescheduling to a yet-to-be determined rain date.

- Vendors are responsible for providing their own tables, tent(s), and other necessary equipment. Electrical service will be provided, if needed, for an additional fee of \$50.00. Fill in section at the top of the form about generators.
- **Food Vendors** must acquire applicable Health Department permits, if necessary, and all vendors must provide liability insurance naming Culpeper County as co-insured.
- Space constraints at the air fest often limit the number of vendors. The Culpeper Air Fest Committee has adopted the general policy of giving priority to those businesses/organizations based in Culpeper County, and to those providing aviation related products and services.
- The Culpeper Air Fest Committee will assign vendor spaces.
- **Set up -You must indicate which time you plan to arrive for set-up.**
 _____We plan to set-up will be between 3:00 PM to 5:00 PM on Friday
 _____We plan to set-up Saturday from 6:30 AM to 7:30 AM.
Vendor support vehicles must be parked in the designated area by 8:00am. All Vendor Traffic on the tarmac must stop as shuttle busses begin to arrive at the event.
- **Take-down** will be permitted after the air show ends on Saturday. All vendor take down must be completed by Saturday evening.
- Vendor names will be included in promotional materials when possible.
- Fees and Forms - Please submit completed form and application fee, and generator fee, if required, payable to "Culpeper Air Fest Foundation" no later than August 15 (see note in **RED** at the top of general vendor policies and requirements section if you are a returning vendor)

Make check payable to "Culpeper Air Fest Foundation"

Mail to:

Culpeper Regional Airport
 12517 Beverly Ford Road
 Brandy Station, VA 22714

For further assistance, contact Ed Dunphy (Vendor Coordinator)

vadunphy@gmail.com