

**Culpeper Air Fest 2021 Vendor Application Form**  
**Saturday October 9th, 2021**

Company / Organization Name: \_\_\_\_\_

Name of Primary Contact: \_\_\_\_\_

Were you a vendor in 2019? 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 Requested** ("Footprint") \_\_\_\_\_ ft x \_\_\_\_\_ ft

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

**Electrical Generator Required** Yes \_\_\_ No \_\_\_ Will Use My Own \_\_\_

Be advised that excessively loud generators directly affect the ability of the Air Fest to broadcast the show and emergency communications over the speaker system. If you are providing your own generator, please only use a generator that will not create excessive noise and exhaust.

Provide exact electrical needs, if needed.

Wattage requirement \_\_\_\_\_

Voltage/Amperage draw \_\_\_\_\_ / \_\_\_\_\_

Type of plug (Number of electrical cord plug prongs, neutral or no, etc.) \_\_\_\_\_

**Names for Parking Passes**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

*Due to space limitations, parking passes are restricted to 2 per vendor. All other vendor employees, not traveling with the pass holders, are required to park at one of the high schools and take a shuttle bus to the airport. Be sure to coordinate the parking/shuttling requirements with the rest of your participating party. Any vehicle without an assigned parking pass will not be authorized to enter. Sorry, no exceptions.*

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**General Vendor Policies and Requirements**

The Air fest vendor area was full in 2019. We will give priority to previous participants who turn in vendor applications by August 2nd, 2021. After that date, new vendors will be accepted, if there is space available. Deadline for ALL vendor requests is August 31, 2021.

- Vendors are responsible for providing their own tables, tent(s), and other necessary equipment.
- Food Vendors must acquire applicable Health Department permits, if necessary, and all vendors must provide liability insurance naming Culpeper County as coinsured.
- 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 you a vendor space location.
- Set up - You are required to choose a time you will arrive for set-up.  
\_\_\_\_\_ I will set-up between 3:00 PM to 5:00 PM on Friday  
\_\_\_\_\_ I will set-up Saturday from 6:30 AM to 7:30 AM.  
*Authorized vendor vehicles with passes must be parked in the designated area by 8:00am. All vendor traffic on the tarmac will cease when shuttle busses arrive. Plan early, set-up early. No exceptions.*
- **Take-down** will be permitted after the air show ends on Saturday. All dismantling within vendor spaces must be completed by Saturday evening.
- Vendor names will be included in promotional materials when possible.

**Check the following. Your application package includes:**

1. Culpeper Air Fest Vendor Application form \_\_\_\_\_
2. The \$100.00 fee, unless waived or organized as a flight school, payable to Culpeper Air Fest Foundation \_\_\_\_\_
3. \$50.00 flight school fee \_\_\_\_\_
4. A copy of your liability insurance naming Culpeper County as coinsured \_\_\_\_\_
5. Applicable Health Department permits \_\_\_\_\_
6. \$50 generator fee, if needed \_\_\_\_\_

The application fee is waived for non-profit, public service, community, educational organizations that will only have informational displays, and Air Fest sponsors. Vendor selection will be completed by August 31st. The fee will be refunded to vendors who are not selected for participation. The fee becomes non-refundable upon you being selected as a vendor. Participating vendors acknowledge and accept that weather and other factors may influence audience size or may force the Air Fest to be rescheduled for an alternated date.

Mail completed application package to:  
Attn. Brett Duckworth  
12517 Beverly Ford Road  
Brandy Station, VA 22714