

**Culpeper Air Fest
2017 Vendor Application Form
October 14, 2017**

Company / Organization Name: _____

Name of Primary Contact: _____

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 _____

Names for Parking Passes _____

Due to space limitations, parking passes are restricted to 2 per vendor, except for large organizations that may request 4.

General Vendor Policies and Requirements

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.

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 will be between 3:00 PM to 5:00 PM on Friday before the Air Fest and the day of the Air Fest from 6:30 AM to 7:30 AM. Vendor vehicles must be parked in the designated area. Take-down will be permitted after the air show ends.

Vendor names will be included in promotional materials when possible.

Please submit completed form and application fee, and generator fee, if required, payable to "Culpeper Air Fest Foundation" by August 15 to:
Culpeper Air Fest,
Culpeper Regional Airport
12517 Beverly Ford Road
Brandy Station, VA 22714

For further assistance, contact Jim Bailey (Vendor Coordinator) d328nav@aol.com