VENDOR INFORMATION

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Following is information pertinent to vendors attending events held at the Carlisle, Pa. Fairgrounds. If you have any questions, please call our customer service department at 717-243-7855.

TENT RENTALS

The following companies are authorized to provide tents at our events. We urge you to reserve early to assure your event needs are met.

- A-1 Party 717-791-9575
- Capitol Rentals & Sales. 717-525-0701
- Erin's Way 315-225-1999
- Event Central 717-591-7368
- High Peak Tent Rentals 800-500-8368
- Showtime Auto Care/Tents 570-274-6937
- Tents & Events. 888-478-1656
- Tents for Rent . . . . . 800-888-3687 (PA/NY/NJ/DE/MD); 717-733-9700 (all other states)
- Tents Party Rental 610-495-1433

PACKAGE RECEIVING

Packages shipped to our facility for vendors are stored in the receiving building located inside Gate 5. Hours will be posted at the building. ***Be sure to use this address:* 504 CAVALRY ROAD, CARLISLE, PA 17013** ***when sending packages – with your name and space numbers noted*.**

RECEIVING FEES

There is no charge for the first three packages received per vendor per show. Vendors will be charged $5 for each additional package.

FORKLIFT FEES

Vendors will be charged $25 per skid for delivery and unloading. A separate pickup and return fee is also $25 per skid.

CAMPING & TRAILER PARKING

Call 717-243-7855 for the availability of camping or trailer parking space.

DISABLED GUEST SERVICES

Disabled individuals with appropriate credentials may rent an electric convenience vehicle or wheelchair from our authorized vendor located just inside Gate 3 and Gate 5 during select events. ECV rentals are limited, and disabled individuals are encouraged to make rental arrangements before the event by contacting Scootaround at 1-888-441-7575 or online at www.scootaround.com/rentals/c/carlisleevents. Operators of ECVs are required to possess appropriate credentials while on grounds. Exceptions to this policy will be considered on a case-by-case basis for disabled persons unable to operate an ECV who have their own properly insured golf cart and who make arrangements in advance of arrival.

TABLE & CHAIR RENTALS

Sturdy 8' x 30" tables and plastic folding chairs are available to rent. The rental fee includes delivery and pick-up at your space. Call for volume discount information.

DISCOUNT RESERVATIONS

Discounted fees are $15 per table and $2 per chair (includes PA sales tax of $.85 per table and $.12 per chair) if your order and payment are received 19 days prior to the event. Complete and return the form below to make your rental reservations.

RENTALS DURING EVENTS

During events, the rental fees are $18 per table and $2 per chair (includes PA sales tax of $1.02 per table and $.12 per chair). Only cash or Visa/MasterCard/American Express/Discover are accepted at shows (no checks). Rentals are available at the Vendor Services Office located outside Gate 3.

IMPORTANT: Outdoor vendors should notify Vendor Services of their arrival so that tables and chairs may be delivered.

To make table/chair reservations, complete and mail or fax to us. (See Below)

EVENT:

TABLE/CHAIR ORDER

Discounted fees valid only if payment is received 19 days prior to the event.

_____ x $15.00 per table = $ _____

_____ x $ 2.00 per chair = $ _____

TOTAL AMOUNT DUE = $ _____

Row & Space #:_____

Day & Time of ***Delivery*** Requested*
(earliest delivery will be official setup day):

_____

***NOTE: Please notify office when you are on grounds and ready for your tables as a signature is required when tables are delivered.**

VENDOR NO. _____

NAME _____

COMPANY _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____

Form of payment: ❑ Check ❑ MasterCard ❑ Visa ❑ Am. Exp. ❑ Discover

Credit Card No.: | | | | | | | | | | | | | | | | |

Expiration Date: | | | | | Card Verification Value (CVV): | | | | |

The CVV code is an anti-fraud security feature to help verify that you are in possession of your credit card. For Visa/MasterCard/Discover, the three-digit CVV number is printed on the signature panel on the back of the card immediately after the card's account number. For American Express, the four-digit CVV number is printed on the front of the card above the card account number.

Authorized Signature: _____

Carlisle Events • 1000 Bryn Mawr Road • Carlisle, PA 17013-1588
717-243-7855 • *fax* 717-243-0255 • CarlisleEvents.com