



# 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
- Keystone Productions ..... 717-805-0509
- 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](http://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: \_\_\_\_\_