



February 23-26, 2017 • SUN 'n FUN, Lakeland, FL

2017 VENDOR REGISTRATION FORM

1 CONTACT INFORMATION
 Use this form if you are purchasing vending space for the sale of **automotive items** or vehicles at the Winter Florida AutoFest at SUN 'n FUN in Lakeland, Florida. Complete and return this form with your payment in full to Carlisle Events.
 Call our Sales Department for details on our Manufacturers Midway, sponsorship and advertising opportunities.
 See separate registration form for camping.

NAME _____

COMPANY _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____

CELL PHONE _____

EMAIL _____

COMPLETE THIS SECTION IF RESERVING VENDING SPACE:

FL SALES TAX# _____

MERCHANDISE _____

2 REGISTRATION
Swap Meet & Car Corral – If you are selling a vehicle, you may choose to sell it in our Car Corral, our vehicle-only sales area. All vendors are subject to published rules and regulations. Swap meet spaces are 10'F x 30'D and car corral spaces are 10'F x 20'D (F = Frontage, D = Depth). Please reserve adequate space for your needs.

DEADLINE	SWAP MEET		CAR CORRAL		TOTAL FEE
	BY DEADLINE	AFTER DEADLINE	BY DEADLINE	AFTER DEADLINE	
FEB. 8	_____ x \$50 = _____ (# of spaces x cost per space)	_____ x \$75 = _____ (# of spaces x cost per space)	_____ x \$50 = _____ (# of spaces x cost per space)	_____ x \$60 = _____ (# of spaces x cost per space)	
TOTAL AMOUNT DUE					

3 PAYMENT: Payment in US funds must be included with your registration. Spaces are assigned on a first-come, first-served basis.
 Only cash, credit card or certified funds accepted after 19 days prior to event.
 Checks payable to: **Carlisle Events**

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: _____

OFFICE USE ONLY: Salesperson _____ New Multi 5-6 Multi 7+

EVENT LOCATION: SUN 'n FUN, 4175 Medulla Road, Lakeland, FL 33811
 Carlisle Events, 1000 Bryn Mawr Road, Carlisle, PA 17013-1588
 717-243-7855 • fax 717-243-0255 • CarlisleEvents.com

RULES & REGULATIONS

ALL PARTICIPANTS, OCCUPANTS OF SPACES AND GUESTS ARE SUBJECT TO THE FOLLOWING RULES AND REGULATIONS.

ALCOHOL POLICY

Sale of alcoholic beverages is prohibited. Responsible consumption of alcoholic beverages is permitted; however, disorderly or intoxicated persons will not be tolerated. Furnishing of alcoholic beverages to minors is prohibited. Florida State Law considers anyone under the age of 21 a minor. No glass bottles.

CAR CORRAL GUIDELINES

- Car Corral spaces shall be used for vehicle sales only. (NO PARTS, etc.)
- Aisles must remain completely open
- Unloading of vehicles on premises is prohibited on show days
- Additional parking for tow and support vehicles will be available. Support stickers will be available at the Vendor Services Office. Support vehicles will not be allowed to park on-grounds.

COMPLIANCE & ENFORCEMENT

Carlisle Events reserves the absolute right to regulate conduct, restrict any and all activities, and restrict the possession of any and all items, at its sole discretion. Carlisle Events reserves the absolute right to remove any and all persons from SUN 'n FUN for failure to abide by any and all rules and regulations specifically set forth herein, or, instructions issued from time to time by Carlisle Events, its employees, and/or designated agents. Furthermore, in the event of a possible violation of the laws of the State of Florida, Carlisle Events reserves the right to detain persons suspected of such violations, until such persons can be turned over to the custody of local law enforcement personnel.

CONCESSION RESTRICTIONS-FOOD, SERVICES, LICENSING, ETC.

Carlisle Events reserves the rights for all food, drink, notary/title services, videos, show photographic souvenirs, Carlisle Events sportswear and any souvenir displaying Carlisle Events or that implies connection to Carlisle Events. Sale of food, water or beverages in vending space or elsewhere is prohibited.

CREDENTIALS MISUSE

Misuse of any show credentials may result in ejection from the SUN 'n FUN facility.

DAMAGE, LOSS BY FIRE, THEFT OR OTHER CAUSE

Carlisle Events assumes no responsibility for any damage or loss by fire, theft or any other cause whatsoever. Vendors and spectators use the facilities at their own risk and agree to indemnify and save harmless Carlisle Events, its agents and employees from any loss or liability including but not limited to costs of defense, arising from participation at events conducted by Carlisle Events and/or held at SUN 'n FUN. Vendors will indemnify and save harmless Carlisle Events for any such loss or liability arising from conduct of any vendor toward another vendor or the public.

DISABLED GUEST SERVICES

Disabled guests are welcome to enter with their own wheelchairs and three or four-wheeled electric convenience vehicles (ECV). Disabled

individuals *with appropriate credentials* may rent an electric convenience vehicle or wheelchair from Scootaround, our authorized vendor, located inside Gate 1. Guests may reserve an ECV prior to the event online at www.scootaround.com/rentals or by calling 1-888-441-7575.

GENERATORS

Generators may be safely operated between the hours of 6 a.m. and 10 p.m. The use of generators at any other time is strictly forbidden. Generators causing excessive noise or fumes are strictly prohibited. Generators that vent exhaust fumes directly into adjoining vendor spaces are strictly prohibited. Generators should be vented above vehicles and crowd.

HAULING MERCHANDISE

- Temporary vehicle passes to pick up parts or deliver supplies are available at the Vendor Services Office.
- Hand stamp, vendor pass or gate ticket are required before any temporary pass will be issued
- The temporary pass will allow vehicle entry into SUN 'n FUN for a maximum time limit of one hour. A \$50.00 deposit is required in addition to the holding of your driver's license. Both will be returned upon a timely exit. The \$50.00 deposit may be forfeited if time limit is exceeded.
- Temporary passes are not available between 8 a.m. and 4 p.m. on Friday or Saturday of any event.

MERCHANDISE RESTRICTIONS

The sale of guns, knives, martial arts weapons, etc. is prohibited. The sale of fireworks, ammunition, adult items and drug paraphernalia is explicitly prohibited. The sale of die cast, models, wax/polish, chammy/microfiber cloths and tools is restricted to renewed vendors currently selling those items; no additional space will be offered for sale of the same. No automotive or non-automotive T-Shirts and/or other apparel may be sold at any event without the express written permission of Carlisle Events

NOISE RESTRICTIONS

Radios, stereos, TVs, loudspeakers, etc., shall not be operated in such a manner as to disturb others.

PETS

Pets are strongly discouraged for health and safety reasons. If you cannot make other arrangements for boarding, your pet must be on a leash and policing after it is required. Your pet must be under your control at all times and you are fully responsible for its actions. Any offensive or unsafe action by your pet may result in expulsion without refund.

REFUNDS

Space refunds for cancellations will not be issued less than 19 days prior to the beginning of the event.

RENEWAL RIGHTS

Carlisle Events maintains a policy of affording courtesy renewals of certain space rentals to vendors who have used those spaces in the past. This policy confers no proprietary interest in the ability of a particular vendor to lease or transfer a particular space. It is the intention of Carlisle Events to continue with this policy, however, it shall be subject to the ability of Carlisle Events to unilaterally modify this policy at the

CONTINUED ON REVERSE

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RULES AND REGULATIONS – CONTINUED FROM FRONT

sole discretion of Carlisle Events

RIGHT TO REJECT APPLICATION FOR SPACE RENTAL OR RENEWAL

Carlisle Events reserves the right to reject application for space rental or renewal on the basis of unsatisfactory previous conduct, merchandise that does not fit within the scope of the event, or upon any other basis made in the sole determination and at the sole discretion of Carlisle Events. Carlisle Events also reserves the right to remove individuals who exhibit unsatisfactory behavior during an event.

SALES TAX

The State of Florida requires that any vendor selling merchandise obtain a permanent Florida sales tax license.

SECURITY

Security is provided for venue only. All event participants are responsible for all of their own property, i.e., vehicles, parts, merchandise, etc.

SET-UP AND TEAR-DOWN

Set-up

Official set-up day is Wednesday of event week and set-up may begin no sooner than the Monday of event week. The Vendor Services office will open Tuesday of show week at Noon. Vendors setting up prior to Vendor Services hours of operation must already have received their credentials.

Tear-Down

All vendors are required to remain on grounds until 3 p.m. Sunday of event. Failure to do so may result in loss of renewal rights at the sole discretion of Carlisle Events. Tear down must be concluded by 3 p.m. of the Monday following the event. No equipment of any kind may be stored on site between events.

SPACE POLICY- OCCUPANCY, TRANSFER & SUBLEASING

INTENT OF POLICY

The intent of policies outlining the conditions for occupancy, transfer of vendor space and for subleasing of vendor spaces are provided as a means of preserving the integrity of the events. The continued quality and character of the shows produced by Carlisle Events can only be assured through effective management of the vendor base at the events and through safeguarding any and all privileges afforded to existing vendors, sponsors, as well as those rights of the company. It is the goal of this company to provide a diverse product mix that is not overwhelmed by any product type or line. It is the responsibility of the company to fulfill all contractual obligations of our vendor and sponsor base.

TRANSFER OF SPACE

The transfer of courtesy renewal space is allowed only with the express authorization from Carlisle Events. Carlisle Events exclusively reserves the right to approve any and all transfer requests at its sole discretion. Criteria for the approval of transfer of space will be determined solely by Carlisle Events and implemented and enforced as Carlisle Events deems in the best interest of the company and the events. Vendors requiring transfer request forms are to contact Carlisle Events directly. Carlisle Events will exclusively manage all requests and approvals for the transfer of a courtesy renewal vending space.

OCCUPANCY/SUBLEASING OF SPACE AND REFUND POLICY

Vendors who cannot attend a show but wish to retain their courtesy renewal status to their vending space(s) must notify Carlisle Events and Carlisle Events will attempt to rent those vending space(s) on a one-time rental basis, but no guarantee of space rental shall exist. The fee for this service is 50% of the rental income and all subleasing of space must be arranged through Carlisle Events. The subleasing of space outside the management of Carlisle Events or the failure to use your vendor

space(s) may result in the forfeiture of courtesy renewal status for your space(s). The failure to actively and consistently investigate unauthorized use of space or the failure to enforce this policy at any time does not imply or create an authorization for the subleasing of space outside the management of Carlisle Events. Vendors who use their vending space continually or choose to utilize the program for subleasing provided and managed at the direction of Carlisle Events will retain all privileges associated with courtesy renewal status for their space(s).

SPACE USAGE RESTRICTIONS

Swap meet spaces shall be used for sale of parts, cars, accessories, etc., only. Merchandise for sale must be a minimum of 80% automotive. All merchandise, vehicles and tent stakes shall be contained within assigned space and vendors may not engage in any sales or business activities outside the assigned space without the written consent of an authorized agent of Carlisle Events.

TRANSPORTATION ON-GROUNDS

Vendors will be allowed to use bicycles, two-wheeled scooters, golf carts, ATVs, motorcycles, mini-bikes or other forms of personal transportation on-grounds only on set-up days and between the hours of 4 p.m. and 7 a.m. on show days. **Use between the hours of 7 a.m. and 4 p.m. by anyone on show days will be strictly prohibited.** Operation of such vehicles by unlicensed drivers is prohibited at any time. Verification of insurance is required.

Vehicular traffic is strictly prohibited on show days between 7 a.m. and 4 p.m. If you must enter or leave the grounds between those times, drive directly to your space or directly to the gate. Vehicular traffic is discouraged between 1 a.m. and 5 a.m. All vehicles must have operating lights from dusk to dawn.

Failure to comply with above guidelines may result in expulsion from the premises or the forfeiture of vendor space.

TRASH REMOVAL

Vendors will be charged for removal of excessive trash that is not properly bagged. Trash bags are available at the Vendor Services Office. It is mandatory that all cardboard boxes be broken down and stacked.

VEHICLE PARKING

Any vehicle found illegally parked may be towed at owner's expense; no paging will be done. Repeated misuse of vehicle sticker will result in loss of renewal rights.

VEHICLE PASSES

Only one vehicle pass will be issued per space. Vehicle pass MUST be affixed permanently to vehicle's windshield prior to entry into SUN 'n FUN. The vehicle sticker covers admission for up to two people in the vehicle. Any additional individuals in the vehicles must present a separate pass or pay admission to enter the grounds. No vehicle pass will be accepted for walk-in admission. No vehicle sticker shall be reproduced in any manner. Registered exhibitors and holders of parking passes are responsible for their use and/or misuse regardless of the circumstances. If a pass is lost or damaged, it is to be reported immediately to security or exhibitor of record will be held responsible for its later use.

VENDOR PARKING – ADDITIONAL

Exhibitor/Food Vendor

Vendors who have purchased vending space and do not wish to park their vehicle on their space(s) may park in the designated Vendor Parking Area. Vehicle sticker covers admission for up to two people. Additional individuals will not be able to gain access to the event without purchasing an additional pass at Vendor Services.

These rules and regulations may be modified by Carlisle Events at any time subject to the sole discretion of Carlisle Events.

July 2015

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