



# 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 any event held at the Carlisle PA Fairgrounds.

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.

NAME \_\_\_\_\_  
 COMPANY \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY/STATE/ZIP \_\_\_\_\_  
 PHONE \_\_\_\_\_  
 CELL PHONE \_\_\_\_\_  
 EMAIL \_\_\_\_\_  
 PA SALES TAX# (REQUIRED) \_\_\_\_\_  
 MERCHANDISE \_\_\_\_\_

**2 REGISTRATION:** If you are selling a vehicle, you may choose to sell it in our Car Corral, our vehicle-only sales area. **Indoor spaces are limited, call vendor services for availability.** All vendors are subject to published rules and regulations. Visit our web site CarlisleEvents.com or call (717) 243-7855 to request a copy. **See reverse for new discount opportunities!** (F = Frontage, D = Depth)

EVENT <i>*Event Maps available online.</i>	DATE	PRE-REGISTRATION DEADLINE	SWAP MEET SPACE		CAR CORRAL		TOTAL FEE <b>ADD \$10 PER SPACE AFTER DEADLINE</b>
			OUTDOOR APPROX. 10'F x 30'D	INDOOR SEE DIMENSIONS BELOW	OUTDOOR APPROX. 10'F x 20'D	PAVILION	
SPRING CARLISLE	APRIL 19-23	<b>March 31</b>	____ x \$105	____ x \$240 BLDGS: T, Y, Z	____ x \$105	SOLD OUT	
IMPORT & PERFORMANCE NATIONALS	MAY 19-21	<b>May 1</b>	____ x \$70	____ x \$185 BLDGS: T, Z	____ x \$70	Not Available	
FORD NATIONALS	JUNE 2-4	<b>May 16</b>	____ x \$90	____ x \$210 BLDG: Z	____ x \$90	\$180 Call for Availability	
CHEVROLET NATIONALS	JUNE 23-25	<b>June 6</b>	____ x \$70	____ x \$185 BLDG: Z	____ x \$70	____ x \$140	
CHRYSLER NATIONALS	JULY 14-16	<b>June 27</b>	____ x \$90	____ x \$210 BLDG: Z	____ x \$90	\$180 Call for Availability	
TRUCK NATIONALS	AUGUST 4-6	<b>July 17</b>	____ x \$85	____ x \$205 BLDG: Z	____ x \$85	Not Available	
CORVETTES AT CARLISLE	AUGUST 24-27	<b>Aug. 7</b>	____ x \$105	____ x \$240 BLDGS: T, Y, Z	____ x \$105	\$210 Call for Availability	
FALL CARLISLE	SEPT. 27-OCT. 1	<b>Sept. 7</b>	____ x \$105	____ x \$240 BLDGS: T, Y, Z	____ x \$105	SOLD OUT	
<b>TOTAL AMOUNT DUE</b>							

INDOOR SWAP MEET SPACE DIMENSIONS: BLDG. T = 10'F x 15'D, BLDG. Y = 13'F x 15'D, BLDG. Z = 10'F x 18'D

**ADDITIONAL EVENTS:** Use separate registration forms to purchase vending space at our other events: Auto Mania (Jan.), Winter Florida AutoFest Lakeland (Feb.) and Fall Florida AutoFest Lakeland (Nov.).

**3 PAYMENT:** Payment in US funds must be included with your registration. Spaces are assigned on a first-come, first-served basis. In the event of cancellation, refunds will only be made if cancellation is received 45 days prior to the event. Only cash, credit card or certified funds accepted after deadline (listed above). 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+

(CONTINUED)













## RULES & REGULATIONS

APPLIES TO ALL PARTICIPANTS, GUESTS AND OCCUPANTS OF SPACES

### > GENERAL RULES & REGULATIONS

*The following rules and regulations apply to every person on the Carlisle Fairgrounds property (participants, guests and vendors).*

#### 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 the Carlisle Fairgrounds 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 Commonwealth of Pennsylvania, 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.

#### 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. Pennsylvania State Law considers anyone under the age of 21 a minor. No glass bottles.

#### 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' name or that implies connection to Carlisle Events or Carlisle Events' event. **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 fairgrounds.

#### 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 the Carlisle Fairgrounds. 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 TRANSPORTATION

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 at least two weeks in advance of arrival.

#### EMERGENCY

The security office is staffed 24 hours a day during events. In the case of an emergency, call the security office at 717-960-6429.

#### HAULING MERCHANDISE

##### TEMPORARY ENTRY PASSES:

- A one-hour pass to drive your vehicle on-grounds to pick up your merchandise is available at Gates 1 and 3.
- Hand stamp, vendor sticker or admission ticket is required.
- Your driver's license and \$50 deposit are held at the gate and returned upon a timely exit. The \$50 deposit may be forfeited if time limit is exceeded.
- Not available 7 a.m.-5 p.m. Fri. or Sat. of any event (& Thurs. during Spring and Fall).

#### ADDITIONAL HAULING OPTIONS:

- Hand carts are available to rent at Guest Services. They may be taken off-grounds. We hold your driver's license until it's returned.
- A hauling service using motorized carts is available by calling 717-960-6429.
- For items requiring the use of a forklift, inquire at Guest Services or Security.
- These services are provided for donations to the Chip Miller Amyloidosis Foundation.

#### MERCHANDISE SALES 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 diecast, 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 same. **No automotive or non-automotive t-shirts and/or any other apparel may be sold at any event without express written permission in advance from Carlisle Events.**

#### NOISE RESTRICTIONS

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

#### PACKAGES

You may ship packages to our facility. They will be stored in our receiving building outside Gate 5 for you to pick up. Receiving and forklift fees apply. Include your name and location (row letter and space number) on the package and ship to this address:

**[Your Name, Location], c/o Carlisle Events, 504 Cavalry Road, Carlisle, PA 17013**

#### 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. Keep pets away from the food court and all food vendors. 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

Refunds for cancellations will not be issued less than **45** days prior to the beginning of the event. (i.e. showfield registration, camping reservation, vending space rental, etc.)

#### RENTALS: CHAIRS & TABLES

Sturdy 8' x 30" tables and plastic folding chairs are available to rent. The rental fee includes delivery and pick-up at your space. During events, the rental fees are \$18 per table and \$2 per chair. Rentals may be made in advance by calling our office.

#### RENTALS: TENTS

All tent rentals must be obtained from an authorized provider. See the Vendor Information sheet or call our office for a list of authorized tent rental providers. We urge you to reserve early to assure your needs are met.

#### SECURITY

Security is provided for the venue only. All event participants are responsible for all of their own property (i.e. vehicles, personal belongings, merchandise, etc.). The security office is located just inside Gate 3 and can be reached by calling 717-960-6429.

#### SCOOTERS

Personal handicap mobility scooters may be brought to and used during events.

#### VEHICLE PASSES

One vehicle pass (windshield sticker) will be issued per showfield vehicle or vending space. It **MUST** be permanently affixed to the windshield for entry into fairgrounds. The sticker provides admission for the driver and a passenger. Additional occupants must pay admission. Vehicle passes are not accepted for walk-in admission. No pass shall be reproduced. Holders of passes are responsible for their use and/or misuse regardless of the circumstances. If a pass is lost or damaged, report immediately to security.

## > VENDORS ONLY

*The following rules and regulations are relevant only to vendors.*

### CAR CORRAL GUIDELINES

- Car Corral spaces shall be used for vehicle sales only (NO PARTS, etc.)
- All vehicles for sale at specialty shows (which means all shows except Spring and Fall) **must be specific to that marque** (exterior body). No refunds will be issued for non-marque cars.
- All vehicles in the car corral **must be for sale and in running condition.**
- **Vehicles must be contained in the leased space and cannot be displayed on trailers.**
- **Aisles must remain completely open.**
- **Unloading of vehicles on premises is prohibited on show days.**
- No motor homes OR CAMPING of any kind is permitted in car corral spaces except in designated areas along the fence **at the Spring and Fall events only.**
- No trailers, open or enclosed, are permitted in the car corral except those offered for sale in established spaces **at the Spring and Fall events only.**

### SWAP MEET & MIDWAY GUIDELINES

Swap meet spaces shall be used for sale of parts, cars, accessories, etc., only and may not be used solely as camping or parking spaces. **Merchandise for sale must be a minimum of 80% automotive.** All merchandise, vehicles and tent stakes must 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 Carlisle Events.

### CREDENTIALS

Vendors may obtain event passes at the Vendor Will Call booth at Gate 3 for support staff. There are limitations based on how many vending spaces are leased.

### SET-UP & TEAR-DOWN: OUTDOOR VENDORS

**Spring Carlisle and Fall Carlisle:** Set-up may begin no sooner than the Saturday preceding the event.

**All other events:** Set-up may begin no sooner than the Monday preceding any specialty event.

**Tear-down:** Tear-down must be concluded by 5 p.m. of the Monday following the event. No equipment of any kind may be stored on-site between events.

### SET-UP & TEAR-DOWN: INDOOR VENDORS

**Spring Carlisle and Fall Carlisle:** Set-up hours are **Mon. 8 a.m.-4:30 p.m.** and **Tues.-Wed. 7 a.m.-10 p.m.**

**All other events:** Set-up hours are on Thursday 7 a.m.-10 p.m.

**Tear-down:** Vendors are encouraged to stay until 3 p.m. on Sunday. Packing of displays may begin at 1 p.m.

During show days, no vehicles are allowed inside the buildings for unloading. Inventory must be hand-carted if necessary. Vehicles are permitted in the buildings for loading on Sunday after 3 p.m. Blocking of building entrances on show days is prohibited.

### 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 a loss of renewal rights.

### TRANSPORTATION ON-GROUNDS

Vendors are 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 5 p.m. and 7 a.m. on show days. **Use between the hours of 7 a.m. and 5 p.m. by anyone on show days is 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 7a.m. and 5p.m for the safety of our patrons.** 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.; and, from dusk to dawn all vehicles must have operating lights.

**Failure to comply with these 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 Vendor Services or from maintenance personnel. It is mandatory that all cardboard boxes be broken down and stacked.

### GENERATORS

Generators may be safely operated between 6 a.m. and 11 p.m. The use of generators at any other times 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.

### SALES TAX

The State of Pennsylvania requires that any vendor selling merchandise obtain a permanent Pennsylvania sales tax license. Application for licensing may be obtained from Carlisle Events; however, any questions or concerns regarding filing should be directed to the Bureau of Collections and Taxpayer Services at 717-425-7704.

### SPACE LEASING POLICIES

#### INTENT OF POLICIES

The intent of the Carlisle Events' space leasing policies are provided as a means of preserving the integrity of the events. The continued quality and character of the shows can only be assured through effective management of the vendor base 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 Carlisle Events to provide a diverse product mix that is not overwhelmed by any product type or line. It is the responsibility of this company to fulfill all contractual obligations to our vendor and sponsor base.

#### RENEWAL RIGHTS

Carlisle Events maintains a policy of providing courtesy renewals of most space rentals to vendors who have used those spaces in the past. This policy confers no proprietary interest in the ability of a vendor to lease or transfer a particular space. It is the intention of Carlisle Events to continue with this policy; however, Carlisle Events may modify this policy at its sole discretion.

#### REFUNDS

Refunds for vending/car corral space cancellations will not be issued less than **45 days** prior to the beginning of the event. Courtesy renewal rights to these spaces are forfeited.

#### TRANSFER OF SPACE

The transfer of courtesy renewal rights 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 vending space. All transfers are subject to a \$100 fee per space.

#### OCCUPANCY, SUBLEASING & RECYCLING OF SPACE

Vendors who **cannot attend** a show **but wish to retain the courtesy renewal rights** to their vending space(s) must notify Carlisle Events and Carlisle Events will attempt to rent those vending space(s) on a one-time basis, but no guarantee of space rental shall exist. If Carlisle Events is able to rent the space(s), 50% of the cost of the space(s) will be credited to the vendor's account for future use toward vending rental fees. The subleasing of vending space outside the management of Carlisle Events or the failure to use your vendor space(s) may result in the forfeiture of courtesy renewal rights. **If spaces are recycled or found to be empty for two consecutive years, the vendor may lose the right to renew in year three.** 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.

#### RIGHT TO REJECT APPLICATION FOR SPACE RENTAL OR RENEWAL

Carlisle Events reserves the right to reject any 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.

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*These rules and regulations may be modified by Carlisle Events at any time subject to the sole discretion of Carlisle Events. March 2017*



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## VENDING SPACE RENEWALS

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- 1** Renewal deadlines are **90 DAYS** after each event.
- 2** Renewal notices will be mailed approximately 30 days after each event.
- 3** All event spaces (swap and car corral) must be renewed within 60 days of the renewal notice.

### **Paying for Space Renewal**

- Visit Vendor Services before you leave an event **(GET A 5% EARLY-BIRD DISCOUNT!)**
- Mail a check (it must arrive at our office by the deadline)
- Call our office with your credit card information

### **Renew Online**

Vending spaces may be purchased on our website beginning two weeks after the renewal deadlines.





All vendors selling new or used merchandise within the State of Pennsylvania are required by law to have a Pennsylvania State Sales Tax License (see PA Department of Revenue law on next page). Even if a vendor sells only once or twice a year, it is still necessary to have a license because, according to the law, the sales are in competition with other vendors also selling. There is no fee involved in obtaining a license.

**Vendors must complete the PA-100 form.** It is suggested that this form be completed online. Access it online at [www.pa100.state.pa.us](http://www.pa100.state.pa.us) and click the "Register On-line" button.

Additional instructions about PA Sales Tax Licensing can be found online at [www.PABizOnline.com](http://www.PABizOnline.com).

If you have any questions or need assistance in filing, call the Harrisburg, PA State Tax Office at **717-425-7700**. You may also visit the PA Dept. of Revenue website at [www.revenue.pa.gov](http://www.revenue.pa.gov).

After receiving your PA Sales Tax License number, please be sure to contact the Carlisle Events' office so that we may record it. Thank you.