



VENDOR INFORMATION

TABLE & CHAIR RENTAL ORDER FORM

The following is important information for vendors attending events held at the Carlisle PA Fairgrounds. If you have any questions, please call our Vendor Services 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, 717-609-9416
- 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 address the packages as follows:**

[YOUR NAME & COMPANY NAME]
[YOUR VENDING SPACE]
c/o CARLISLE EVENTS
504 CAVALRY ROAD
CARLISLE, PA 17013

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 to book camping or trailer parking space. Rates and locations vary based on event.

GOLF CARTS

Vendors may bring their own golf carts to events, however, they may only be operated after event hours without handicap credentials. To obtain handicap credentials, you **MUST CALL** our office at least **TWO WEEKS** prior to an event for required documents and approval.

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.

RENTALS IN ADVANCE - DISCOUNTED

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 45 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 events (no checks). Rentals arrangements must be made through the Vendor Services Office located outside Gate 3 or by calling 717-243-7855.

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

----- To make table/chair reservations, complete this form and mail or fax to us. -----

EVENT: _____

VENDOR NO. _____

NAME _____

COMPANY _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____

EMAIL _____

TABLE/CHAIR ORDER
Discounted fees valid only if payment is received 45 days prior to the event.

_____ x \$15.00 per table = \$ _____
(Fee is \$18.00 within 45 days of the event)

_____ 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.**

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: _____