

# 2023 Culpeper Air Fest Vendor Application Form

Saturday October 14th, 2023

Company / Organization Name: \_\_\_\_\_

Name of Primary Contact: \_\_\_\_\_

Were you a vendor in 2022? Yes \_\_\_ No \_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Types of Products/Services to be offered/advertised: \_\_\_\_\_

## Food vendors

Please provide a menu of the foods/beverages you plan to offer. Non-Profit, civic, public service and educational organizations: Please provide a brief description of your organization and its mission

**Approximate Amount of Space Requested ("Footprint")** \_\_\_\_\_ ft x \_\_\_\_\_ ft

Type of setup (Check one) Trailer \_\_\_ Pop-up Tent \_\_\_ Food Truck \_\_\_

**Electrical Generator Required** Yes \_\_\_ No \_\_\_ Will Use My Own \_\_\_

Be advised that excessively loud generators directly affect the ability of the Air Fest to broadcast the show and emergency communications over the speaker system. If you are providing your own generator, please only use a generator that will not create excessive noise and exhaust.

Provide exact electrical needs, if needed.

Wattage requirement \_\_\_\_\_

Voltage/Amperage draw \_\_\_\_\_ / \_\_\_\_\_

Type of cord plug. Number of cord prongs is helpful \_\_\_\_\_

## Names for Parking Passes

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

*Due to space limitations, parking passes are restricted to two per vendor. All other vendor employees, not traveling with the pass holders, will be required to park at one of the high schools and take a shuttle bus to the airport. Be sure to coordinate the parking/shuttling requirements with the rest of your participating party. Any vehicle without an assigned parking pass will not be authorized to enter. Sorry, no exceptions.*

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## General Vendor Policies and Requirements

The Air fest vendor area was full in 2022. We will give priority to previous participants that submit their completed vendor package applications & fees by June 30th, 2023. After June 30th, new vendors will be accepted.

- Vendors are responsible for providing their own tables, tent(s), and other necessary equipment.
- Food Vendors must acquire applicable Health Department permits, if necessary, and all vendors must provide liability insurance naming Culpeper County as coinsured.
- Space constraints at the Air Fest often limit the number of vendors. The Culpeper Air Fest Committee has adopted the general policy of giving priority to those businesses/organizations based in Culpeper County, and to those providing aviation related products and services.
- The Culpeper Air Fest Committee will assign you a vendor space location.
- Set up - You are required to choose a time you will arrive for set-up. \_\_\_\_\_ I will set-up between 3:00 PM to 5:00 PM on Friday \_\_\_\_\_ I will set-up Saturday from 6:30 AM to 7:30 AM.  
*Authorized vendor vehicles with passes must be parked in the designated area by 8:00am. All vendor traffic on the tarmac will cease when shuttle busses arrive. Plan early, set-up early. No exceptions.*
- **Take-down** will be permitted after the air show ends on Saturday. All dismantling within vendor spaces must be completed by Saturday evening.
- Vendor names will be included in promotional materials when possible.

### **Check the following. Your application package includes:**

1. Culpeper Air Fest Vendor Application form \_\_\_\_\_
2. The \$100.00 fee payable to Culpeper Air Fest Foundation (unless organized as a flight school) \_\_\_\_\_
3. \$50.00 flight school fee \_\_\_\_\_
4. A copy of your liability insurance naming Culpeper County as coinsured \_\_\_\_\_
5. Applicable Health Department permits \_\_\_\_\_
6. \$50 generator fee, if needed \_\_\_\_\_

The application fee is waived for non-profit, public service, community, educational organizations that will only have informational displays, and Air Fest sponsors. All vendor selections will be completed by July 31st. The fee will be refunded to vendors who are not selected for participation. The fee becomes nonrefundable upon you being selected as a vendor. Participating vendors acknowledge and accept that weather and other factors may influence audience size or may force the Air Fest to be rescheduled for an alternated date.

Mail completed application package to:

Attn. Brett Duckworth  
12517 Beverly Ford Road  
Brandy Station, VA 22714

For further assistance, contact Brett Duckworth (Air Fest Vendor Coordinator) at [abduckworth@hotmail.com](mailto:abduckworth@hotmail.com)