



EVENT REQUEST FOR PROPOSAL /COST ESTIMATE

To reserve space for an event at the Florida State Fairgrounds, please complete this form and either submit it by email, or FAX to (813) 740-3504 to Attention - Sales Dept.

General Information:

First Name:

Last Name:

Title:

Company/
Organization:

Federal ID #

Mailing Address:

City: State:

Zip: Country:

Company Website:

Email address:

Daytime Phone: Evening Phone:

Cellular Phone: Fax:

Event Name:

Type of Event:

Event Dates
Requested:

Second Option
Dates Requested:

Number of projected Attendees/Guests (per event day):

Is this a **private or public** event?

Do you have a preferred Fairgrounds **Building or Lot Location** for your event?

What are the **Move-In Day(s) & Times** you will require for set-up of the event?

What are the **Event Day(s) and hours** for which guest or the public will be able to participate?

What are the **Move-Out Day(s) & Times**; or will the area be vacated on the last event day?

What are your set-up and equipment needs?

- | | |
|--|---|
| <input type="checkbox"/> Tables (8 ft. Rectangular) | <input type="checkbox"/> Bleachers (indoor or outdoor) |
| <input type="checkbox"/> Tables (Round) | <input type="checkbox"/> Bike Fencing |
| <input type="checkbox"/> Chairs, Non-padded / Metal | <input type="checkbox"/> Concrete Barricades (12 ft.) |
| <input type="checkbox"/> Chairs, Padded / Banquet style | <input type="checkbox"/> Concrete Barricades w/ 6 ft. Fence |
| <input type="checkbox"/> Stage size ___ft. x ___ft. (includes steps) | <input type="checkbox"/> Picnic Benches |
| <input type="checkbox"/> PA System (house, inside) | <input type="checkbox"/> PA System (portable, outside) |
| <input type="checkbox"/> Audio/Visual equipment | <input type="checkbox"/> Hardwall |
| <input type="checkbox"/> Pipe & Drape | <input type="checkbox"/> Table Skirting |
| <input type="checkbox"/> Microphone | <input type="checkbox"/> Box Office Ticketing system |
| <input type="checkbox"/> Podium | <input type="checkbox"/> Ticket Booth (portable) |
| <input type="checkbox"/> Dump/Trash Fees | <input type="checkbox"/> Entrance Signs/I-4 Electronic Sign |
| <input type="checkbox"/> Electricity or A/C | <input type="checkbox"/> Electrical Hookups |
| <input type="checkbox"/> Telephone Line | <input type="checkbox"/> Plants / Foliage (large or small) |
| <input type="checkbox"/> Internet Line | <input type="checkbox"/> Telephone Equipment rental |

Air-Conditioning: What time do you want to turn on & off the A/C in the building(s)?

If you require a **telephone line**, do you need an unrestricted line for long distance service?

- Yes No

What are your personnel/staffing needs?

- | | |
|--|--|
| <input type="checkbox"/> Custodial Service | <input type="checkbox"/> Event Management Service |
| <input type="checkbox"/> General Labor | <input type="checkbox"/> Setup / Cleanup Crew |
| <input type="checkbox"/> Electrician | <input type="checkbox"/> Trolleys / Transportation |
| <input type="checkbox"/> Ticket Seller | <input type="checkbox"/> Ticket Taker |
| <input type="checkbox"/> Security Guard | <input type="checkbox"/> Overnight Security Guard |
| <input type="checkbox"/> Armed Guard | <input type="checkbox"/> Sheriff Deputy |
| <input type="checkbox"/> Bobcat w/operator | <input type="checkbox"/> Forklift w/operator |
| <input type="checkbox"/> High-reach w/operator | <input type="checkbox"/> Front-end Loader w/operator |
| <input type="checkbox"/> Tractor w/operator | <input type="checkbox"/> Water Truck w/operator |
| <input type="checkbox"/> Parking Personnel | <input type="checkbox"/> Switchboard Operator |

Please note any additional event needs:

Food & Beverage Requirements: All food & beverage must be ordered on-site through Boston Culinary Group (BCG). You may reach them at (813) 626-5600.

Will your event require any meals, snacks, or beverages? Do you have special requests?

Reference Information:

NEW CUSTOMERS: Please provide a contact name and phone number of the facility where you had your last event. If this is a repeat event, please indicate date of last event at Fairgrounds.

How did you hear about the Fairgrounds' event facilities?

- | | |
|--|---|
| <input type="checkbox"/> Repeat Customer | <input type="checkbox"/> Brochure |
| <input type="checkbox"/> Internet / search engine: _____ | <input type="checkbox"/> Advertisement: _____ |
| <input type="checkbox"/> Referral/Word of Mouth: _____ | <input type="checkbox"/> Other: _____ |

We will contact you within 2 business days (Monday - Friday) to confirm availability.

Please indicate the method in which you prefer to be contacted:

- | | |
|------------------------------------|--------------------------------|
| <input type="checkbox"/> Telephone | <input type="checkbox"/> Email |
|------------------------------------|--------------------------------|

Thank you for your interest in the Florida State Fairgrounds. We look forward to working with you soon!
