



**EVENT REQUEST FOR PROPOSAL /COST ESTIMATE**

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

**General Information:**

First Name:

Last Name:

Title:

Company/  
Organization:

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!