



February 19-21, 2021 • SUN 'n FUN Expo Campus, Lakeland, FL

# 2021 VENDOR REGISTRATION FORM

**1 CONTACT INFORMATION**  
 Use this form if you are purchasing vending space for the sale of **automotive items** or vehicles at Winter AutoFest Lakeland. 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.  
 See separate registration form for camping.

NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

CELL PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

**COMPLETE THIS SECTION IF RESERVING VENDING SPACE:**

FL SALES TAX# \_\_\_\_\_

MERCHANDISE \_\_\_\_\_

**2 REGISTRATION**  
**Automotive Flea Market & Car Corral** – If you are selling a vehicle, you may choose to sell it in our Car Corral, our vehicle-only sales area. All vendors are subject to published rules and regulations. Automotive Flea Market spaces are 10’F x 30’D and car corral spaces are 10’F x 20’D (F = Frontage, D = Depth). Please reserve adequate space for your needs.

AUTOMOTIVE FLEA MARKET	CAR CORRAL	TOTAL FEE
_____ x \$50* = _____ (# of spaces x cost per space)	_____ x \$50* = _____ (# of spaces x cost per space)	
*45 days prior to event add \$5.00 to space fee		TOTAL AMOUNT DUE: _____

**Call to see if you qualify for space specials:**  
**Tim DeMark, Vendor Liaison**  
**717-243-7855 x198**

**3 PAYMENT:** Payment in US funds must be included with your registration. Spaces are assigned on a first-come, first-served basis.  
 Only cash, credit card or certified funds accepted after 19 days prior to event.  
 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+

**EVENT LOCATION: SUN 'n FUN Expo Campus, 4175 Medulla Road, Lakeland, FL 33811**  
 Carlisle Events, 1000 Bryn Mawr Road, Carlisle, PA 17013-1588  
 717-243-7855 • fax 717-243-0255 • CarlisleEvents.com



## RULES & REGULATIONS

ALL PARTICIPANTS, OCCUPANTS OF SPACES AND GUESTS ARE SUBJECT TO THE FOLLOWING RULES AND REGULATIONS.

### COMPLIANCE & ENFORCEMENT

Carlisle Events reserves the absolute right to regulate conduct, restrict any and all activities and items, at its sole discretion. Carlisle Events reserves the absolute right to remove any person from the event for failure to abide by any rules and regulations or instructions issued by Carlisle Events, its employees, and/or designated agents. In the event of a possible violation of the laws of the State of Florida, Carlisle Events reserves the right to detain anyone until they can be turned over to the custody of local law enforcement.

### ALCOHOL POLICY

Sale of alcoholic beverages is prohibited. Disorderly persons will not be tolerated. Furnishing of alcoholic beverages to minors is prohibited. Florida 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 the SUN 'n FUN facility.

### 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. 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 SUN 'n FUN Expo Campus. 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.

### GENERATORS

Generators may be safely operated between the hours of 6 a.m. and 10 p.m. The use of generators at any other time 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.

### HAULING MERCHANDISE

- Temporary vehicle passes to pick up parts or deliver supplies are available at the Vendor Services Office (Tom Davis Building).
- Hand stamp, vendor pass or gate ticket are required before any temporary pass will be issued
- The temporary pass will allow vehicle entry into SUN 'n FUN for a maximum time limit of one hour. A \$50.00 deposit is required in addition to the holding of your driver's license. Both will be returned upon a timely exit. The \$50.00 deposit may be forfeited if time limit is exceeded.

- Temporary passes are not available between 8 a.m. and 4 p.m. on Friday or Saturday of any event.

### NOISE RESTRICTIONS

The volume of radios, stereos, TVs, loudspeakers, etc., should not disturb others.

### PETS

Due to sometimes extreme temperatures, varying pavement surfaces and the unpredictable nature of animals, Carlisle Events discourages pet owners from bringing pets to the Carlisle Fairgrounds for health and safety reasons. Visitors who do bring pets to the Fairgrounds must keep their pet leashed at all times; provide your pet with food/water/shade; pick up and dispose of your pet's waste in waste receptacles; and refrain from having your pet interact with other pets and patrons at the event. Pets are not permitted in the Food Court area. Please do not leave your pet unattended in your vehicle at any time during your stay with us. Pets must be up-to-date on vaccines and have a current license. Your pet must be under your control at all times and you are fully responsible for its actions. Any offensive or unsafe actions by your pet or as the owner, may result in expulsion from the Fairgrounds without refund.

### REFUNDS

Refunds for vending/car corral space cancellations will not be issued less than **45 days** prior to the beginning of the event.

### SALES TAX

The State of Florida requires that any vendor selling merchandise obtain a permanent Florida sales tax license.

### SCOOTERS / DISABLED GUEST TRANSPORTATION

Personal electric convenience vehicle (ECV)/"scooters" may be brought to events. ECV rentals are available from our authorized vendor located at the main entrance at the octagon building. Rentals are limited, individuals are encouraged to make arrangements before the event with Scootaround (1-888-441-7575 or [www.scootaround.com/rentals/c/carlisleevents](http://www.scootaround.com/rentals/c/carlisleevents)).

### SECURITY

Security is provided for venue only. All event participants are responsible for all of their own property, i.e., vehicles, parts, merchandise, etc.

### SET-UP AND TEAR-DOWN

#### SET-UP

Official set-up day is Thursday of event week and set-up may begin no sooner than the Wednesday of event week. The Vendor Services office will open Thursday of event week at 7 a.m. Vendors setting up prior to Vendor Services hours of operation must already have received their credentials and they must verify with Carlisle Events staff on grounds that they are setting up in the correct space/location.

#### TEAR-DOWN

All vendors are required to remain on grounds until 3 p.m. Sunday of event. Failure to do so may result in loss of renewal rights at the sole discretion of Carlisle Events. Tear down must be concluded by 3 p.m. of the Monday following the event. No equipment of any kind may be stored on site between events.

**CONTINUED ON REVERSE**

**EVENT LOCATION: SUN 'n FUN Expo Campus, 4175 Medulla Road, Lakeland, FL 33811**

Carlisle Events, 1000 Bryn Mawr Road, Carlisle, PA 17013-1588  
 717-243-7855 • fax 717-243-0255 • [CarlisleEvents.com](http://CarlisleEvents.com)

## **RULES AND REGULATIONS – CONTINUED FROM FRONT**

### **PARKING**

Any vehicle found illegally parked may be towed at owner's expense. Repeated misuse of vehicle sticker will result in loss of renewal rights.

### **PARKING: EXHIBITOR/FOOD VENDOR**

Vendors who have purchased vending space and do not wish to park their vehicle on their space(s) may park in the designated Vendor Parking Area. Vehicle sticker covers admission for up to two people. Additional individuals will not be able to gain access to the event without purchasing an additional pass at Vendor Services. Vendor parking is free. For re-entry, pick up wristband at Vendor Services. Wristbands are available as follows: two for the first vending space and one for each additional space, with a maximum of five.

### **TRANSPORTATION ON-GROUNDS**

Vendors will be 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 4 p.m. and 7 a.m. on show days. **Use between the hours of 7 a.m. and 4 p.m. by anyone on show days will be 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 7 a.m. and 4 p.m. 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. All vehicles must have operating lights from dusk to dawn.

**Failure to comply with above 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. It is mandatory that all cardboard boxes be broken down and stacked.

### **VEHICLE STICKERS**

One vehicle sticker will be issued per showfield vehicle or vending space. It MUST be permanently affixed to the windshield for entry into event. Vehicle stickers are not accepted for walk-in admission. No sticker may be reproduced. Holders of stickers are responsible for their use and/or misuse regardless of the circumstances. If a sticker is lost or damaged, report immediately to the Vendor Services Office at the Tom Davis Building. Replacement of stickers is at full price.

### **VENDING SPACE USAGE POLICIES:**

#### **MERCHANDISE 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 die cast, 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 the same. No automotive or non-automotive T-Shirts and/or other apparel may be sold at any event without the express written permission of Carlisle Events

#### **CAR CORRAL GUIDELINES**

- Car Corral spaces shall be used for vehicle sales only. (NO PARTS, etc.)
- Aisles must remain completely open
- Unloading of vehicles on premises is prohibited on show days
- Additional parking for tow and support vehicles will be available. Support stickers will be available at the Vendor Services Office. Support vehicles will not be allowed to park on-grounds.

### **FLEA MARKET & MIDWAY GUIDELINES**

Flea Market spaces shall be used for the 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.

### **VENDING 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.

#### **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.

#### **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 2020*

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