REQUEST FOR EVENT COST ESTIMATE

To reserve space for an event at the Florida State Fairgrounds, please complete this form and submit by email to Janice.Riley@floridastatefair.com or by fax to 813-740-3504 to Attention – Sales Department.

GENERAL INFORMATION – Please Print

First and Last Name: ________________________________________________________________

Title: ____________________________________________________________________________

Company: _________________________________________________________________________

Legal Name or DBA: __________________________________________________________________

Address: __________________________________________________________________________

City: __________________________________ State: ___________ Zip Code: ________________

Email Address: _________________________________________________________________

Fax: ____________________ Company/Event Website: ________________________________

Phone: ____________________ Cellular Phone: ________________________________

Event Name: _________________________________________________________________

Type of Event – Provide a detailed description. __________________________________________

________________________________________________________________________________

Dates Requested: ___________________________ Alternate Dates: _________________________

Preferred Fairgrounds building or lot location for your event? Square Footage Required: __________

________________________________________________________________________________

Event Hours: _________________________________________________________________________

Move-in Day(s) and Time __________________________________________________________________

Move-out Day(s) and Time __________________________________________________________________

Event Budget _______________ Number of projected attendees / guests: _____________________

☐ Public or ☐ Private event? Is this a ticketed event? ☐ Yes ☐ No General Admission ☐ Tiered Pricing ☐

Ticket Price(s) ________________________________________________________________
Will you have vendors at the event?  ☐ Yes  ☐ No  If yes, approximately how many vendors? _________

Do you expect campers for this event?  ☐ Yes  ☐ No

**Set-up and equipment needs:**
Please check each item needed and add quantity where indicated.

- ☐ Tables, 8’ Rectangular Qty. __________
- ☐ Tables, Round Qty. __________
- ☐ Table Skirting Qty. __________
- ☐ Chairs Metal, Non-Padded Qty. __________
- ☐ Chairs, Padded Qty. __________
- ☐ Picnic Benches Qty. __________
- ☐ Bleachers – Seating Capacity __________
- ☐ Stage – 8 x 8
- ☐ Stage – 16 x 16
- ☐ Stage – 16 x 24
- ☐ Stage – 24 x 24
- ☐ Stage – 32 x 32
- ☐ Stage – 40 x 40
- ☐ Stage – 60 x 60
- ☐ Stage – Runway or Other

**Approximate Size**

___________ x ___________

**Preferred Stage Height** _____________

- ☐ Riser
- ☐ PA system, in-house, inside use
- ☐ PA system, outside
- ☐ Microphone
- ☐ Podium
- ☐ Trash Dumpster  ☐ 6 Yard  ☐ 20 Yard
- ☐ A/C
- ☐ Electrical Hookups

**Electric Type Required:**

**120 Volt Service**

- ☐ 20 AMP, Qty. _______  ☐ 30 AMP, Qty. _______

**208 Volt Single Phase Service**

- ☐ 20 AMP, Qty. _______  ☐ 30 AMP, Qty. _______
- ☐ 50 AMP, Qty. _______  ☐ 100 AMP, Qty. _______
- ☐ Other Electric ______________

- ☐ Telephone Equipment Rental
  - ☐ Phone Line
  - ☐ DSL  ☐ FIOS  ☐ WIFI
- ☐ Rope & Stanchion, 8 ft. Qty. __________
- ☐ Hard Wall, 5’ Wide x 8’ High Sections
- ☐ Pipe & Drape, Limit of 80 ft.
- ☐ Bike Fencing, Qty. ______________
- ☐ Temporary Fencing, 6 ft. x 12 ft.

**Approximate Length** ______________

- ☐ Concrete Barricades, 12ft. Sections
- ☐ Concrete Barricades w/ 6ft. Fence
- ☐ Box Office Ticketing System
- ☐ Portable Ticket Booth
- ☐ Electronic Entrance and I-4 Signs
- ☐ Plants / Foliage  ☐ Large or  ☐ Small
- ☐ Golf Cart

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What are your personnel / staffing needs?

☐ Custodial Service
☐ General Labor
☐ Event Management Service
☐ Setup / Cleanup Crew
☐ Electrician
☐ Parking Personnel
☐ Parking Trams
☐ Ticket Seller
☐ Ticket Taker
☐ Switchboard Operator

☐ Security Guard
☐ Overnight Security Guard
☐ Sheriff Deputy

Equipment with operator, one hour minimum rental.

☐ Bobcat w/ operator
☐ High Reach w/ operator
☐ Forklift w/ operator
☐ Water Truck w/ operator
☐ Front-end Loader w/ operator

Please note any additional event needs: ____________________________________________

________________________________________

Food and Beverage Requirements:
All food and beverage must be ordered through Centerplate, our on-site caterer. Please contact Michael Rodgers at (813) 626-5600 or by email at Michael.Rodgers@Centerplate.com.

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

____________________________________________________________________________

Reference Information:
New Customers: Please provide a contact name and phone number of the facility where you had your last event. If you are a returning customer, please indicate the date of your last event at the Florida State Fairgrounds.

____________________________________________________________________________

____________________________________________________________________________

How did you hear about the Fairgrounds event facilities?

☐ Repeat Customer
☐ Other____________________________

☐ Internet / Search Engine
☐ Referral / Word of Mouth