



**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 [Terri.ParnellLongphee@floridastatefair.com](mailto:Terri.ParnellLongphee@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

**What are your personnel / staffing needs?**

- |   |   |
|---|---|
| <input type="checkbox"/> Custodial Service        | <input type="checkbox"/> Security Guard           |
| <input type="checkbox"/> General Labor            | <input type="checkbox"/> Overnight Security Guard |
| <input type="checkbox"/> Event Management Service | <input type="checkbox"/> Sheriff Deputy           |
| <input type="checkbox"/> Setup / Cleanup Crew     |   |
| <input type="checkbox"/> Electrician              |   |
| <input type="checkbox"/> Parking Personnel        |   |
| <input type="checkbox"/> Parking Trams            |   |
| <input type="checkbox"/> Ticket Seller            |   |
| <input type="checkbox"/> Ticket Taker             |   |
| <input type="checkbox"/> Switchboard Operator     |   |

**Equipment with operator, one hour minimum rental.**

- |   |
|---|
| <input type="checkbox"/> Bobcat w/ operator           |
| <input type="checkbox"/> High Reach w/ operator       |
| <input type="checkbox"/> Forklift w/ operator         |
| <input type="checkbox"/> Water Truck w/ operator      |
| <input type="checkbox"/> 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?

- |  |   |
|--|---|
| <input type="checkbox"/> Repeat Customer | <input type="checkbox"/> Internet / Search Engine |
| <input type="checkbox"/> Other _____     | <input type="checkbox"/> Referral / Word of Mouth |