



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 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?

- 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
- Internet / Search Engine
- Other _____
- Referral / Word of Mouth