



[www.LeesburgAirshow.com](http://www.LeesburgAirshow.com)

Saturday, September 29, 2018

11:00am-4:00pm

Leesburg Executive Airport

Contact Person (specific name): \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: (business) \_\_\_\_\_ (evening) \_\_\_\_\_ (cell/day of event) \_\_\_\_\_  
(Please include area code)

Email Address: \_\_\_\_\_ Website Address: \_\_\_\_\_

Photos: You **must** include a minimum of three (3) photos: two (2) of your product/service and one of your booth set-up. Your photos will not be returned. **APPLICATIONS WILL BE CONSIDERED INCOMPLETE WITHOUT PHOTOS.**

Type of Product/Service: \_\_\_\_\_

Product/Service that will be sold/promoted (include price range): \_\_\_\_\_

Product that will be giveaway items: \_\_\_\_\_

Are special accommodations needed? (Please explain) \_\_\_\_\_

Will you be using a tent/canopy? YES NO

Vehicle Information: Type: \_\_\_\_\_ # of Vehicles \_\_\_\_\_  
Trailer: YES NO Trailer Size: \_\_\_\_\_

Are you able to unload and move your vehicle before setting up? YES NO Approximately how long does your set-up take? \_\_\_\_\_

Vendor and/or Exhibitor Space:		Fee:
10x10 Retail/items for sale	Aviation Related	\$50
10x10 Retail/Exhibitor	Non-Aviation Related	\$250
10x10 Exhibitor Only	Aviation or Non-Profit (No Sales)	N/C
Oversize Retail Display	Aviation Dealers	\$500

**Full payment is due with application to insure booth assignment or acceptance.**

AMERICAN EXPRESS VISA MASTERCARD DISCOVER Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Signature: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Pay by Check #: \_\_\_\_\_ Checks made payable to: **Town of Leesburg**

Larger booth spaces are available by request on a first come, first served basis.

Non-Aviation display space is limited; non-aviation vendors will be evaluated based on jury criteria and priority given on a first come, first served basis.

Non-related services and products will be accepted, should space be available.

Deadline for application submission: August 25, 2018

Exhibitor documents including set-up times, parking passes, maps, etc. will be provided upon acceptance.

**PLEASE MAKE SURE THE APPROPRIATE SIGNATURE IS ON THE TERMS AND CONDITIONS PAGE AND ARE INCLUDED WITH THIS APPLICATION.**

**RETURN BY MAIL - MUST BE RECEIVED BY: AUGUST 25, 2018:**

**(1)** One signed copy of this application. **(2)** Payment (checks to Town of Leesburg). **(3)** Three (3) photos of product/service/booth must be included

TO: Airshow 2018 Exhibits, Attn: Barb Smith, 60 Ida Lee Drive NW, Leesburg, VA 20176

Office: (703) 669-2202 Fax: (703) 737-7165 Email: [bsmith@leesburgva.gov](mailto:bsmith@leesburgva.gov)

## 2018 LEESBURG AIRSHOW EVENT SPECIFICATIONS AND REQUIREMENTS

### TERMS AND CONDITIONS for EXHIBITORS and VENDORS

(Not food, beverage, automobiles or planes)

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**Event Location:** The event will be held outdoors at the Leesburg Executive Airport, located at 1001 Sycolin Road, Leesburg Virginia, 20175

**Festival Exhibition Dates and Times:** 11am – 4pm, Saturday, September 29, 2018. No part of any exhibit or display area may be dismantled or removed before 4:00pm.

**Application:** An application is a commitment to the festival, but does not mean you are accepted in the show. No full refunds will be given after the acceptance notice has been sent. See refund policy. A minimum of three (3) photos; two of your work and one of your booth set-up is requested. Your photos will not be returned.

**Refund Policy:** If you cancel thirty (30) days prior to the event you will receive a 50% refund of your booth fee. If not accepted to participate in the show, your booth space check will be returned to you within 30 days of the end of the show.

**Booth Breakdown:** The festival staff will assign specific breakdown times to ensure orderly breakdown. All materials must be completely removed from the ramp.

**Booth Operation:** The booth must be open and staffed during regular event hours. Anyone arriving late, leaving early, or breaking down during show hours may be refused entrance to future events. Nothing shall be placed on the sidewalks or interfere with the buildings, entrance or walkways of airport buildings. Exhibitor booths must not interfere with adjacent exhibits in any way. Exhibitors shall be liable for delivery, handling, erection and removal of their own displays and materials.

**Merchandise:** Event management will determine through its selection process whether merchandise is acceptable. Exhibitors can display or sell only juried merchandise as listed on application. Stored inventory must be covered and kept from public view. Otherwise you will need to store your merchandise in your vehicle.

Exhibitors and their staff must exhibit **professional behavior** at all times while on the event site. Airshow Management reserves the right, in its sole discretion, to determine what constitutes professional behavior. Violation of this rule will result in the exhibitor, their staff and exhibits being excluded from the event site without refund. This may impact your acceptance in future shows.

Exhibitors are **not to bring alcohol or pets** to the event.

Exhibitors should consider a **tent or coverage in case of rain**. “No shows” due to rain may exclude you from the coming year’s show. Proper weighting of tents is required due to high-wind conditions that may be present. Sand bags or water barrels are recommended. Staking is not permitted.

**No Smoking** signs must be posted on tent/canopy. Tent must be fire retardant and fire extinguisher must be present in booth.

**Promotional materials** including fliers, stickers, postcards, etc., may be distributed from designated booth space only. Distribution or posting of materials outside of booth area will be strictly prohibited.

**Food and Beverage vendors** have the exclusive right to sell these items and distribute samples. Food and Beverage may not be sold or distributed by other exhibitors.

Exhibitors **may not sublet** any portion of their space to another exhibitor.

**No microphones or noisemakers** may be used at the event without the permission of Airshow Management.

All vendors are responsible for reporting all applicable **Town of Leesburg and Virginia Sales Tax**.

**TERMS AND CONDITIONS for EXHIBITORS and VENDORS**

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All **electrical needs** must be supplied by the vendor. No power is available onsite.

**Event Insurance Requirements.** The Town of Leesburg strongly encourages all vendors to obtain liability insurance written for a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The policy should cover all exhibit materials against damage and loss. Please identify your policy carrier and policy number in the space provided on the Exhibitor and Vendor Application.

**\*Indemnification—**The vendor/exhibitor shall indemnify, protect, defend and hold harmless the Town, its agents and employees from and against any and all claims, demands, judgments, or causes of action, including costs and attorney’s fees by any party or parties whatever for loss, damage, injury, fines or penalties of any kind or character either to persons or property directly or indirectly arising out of the operations performed at the event except such loss, damage or injury as is caused by the sole negligence of the Town. This indemnity agreement shall impose liability on the vendor/exhibitor to the fullest extent permitted by the laws of the state governing performance thereof, and any provision hereof not permitted by such laws is expressly deleted from said agreement.

Town of Leesburg will not be liable for refunds or any other liabilities whatsoever for the failure to fulfill this contract due to the reasons of the enclosure in which the festival is held, being before or during the show is destroyed by fire, or other calamity, or act of God, public enemy, strikes, statutes, ordinances, or legal authority or any other act beyond the control of the Town of Leesburg that make it impossible or impractical to hold the festival. The Town of Leesburg will not be liable for any damage done by vendors to public/private property during set-up, tear down and regular operation hours. This includes the operation of any equipment (motorized or non-motorized.)

**ATTENTION:** Before signing this application, please review the terms and conditions as well as the rules for your category. By signing the application, you acknowledge that you understand the terms and conditions of the event and you agree to adhere to the spirit and intent of the conditions as stated by the Town of Leesburg.

**Exhibitor Name (Please print):** \_\_\_\_\_

**Authorized Exhibitor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_