



www.LeesburgAirshow.com
Saturday, September 28, 2013
11:00am—4:00pm
Leesburg Executive Airport



Business Name: _____

Contact Name: _____ Phone: _____ Day of event phone: _____

Address: _____ City/St/Zip: _____

Website: _____ Email: _____

Attention: Before signing this application, please review the Terms and Conditions for this event. By signing this 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.

Name: _____ Signature: _____ Date: _____

Please mail applications and fees to:

Airshow 2013 Exhibits, Attn: Rachael Goodwin, 60 Ida Lee Drive NW, Leesburg, VA 20176
Office: (703) 737-7156 ▲ Fax: (703) 737-7165 ▲ Email: rgoodwin@leesburgva.gov

Vendor and/or Exhibitor

Type of product service: _____

Vendor and/or Exhibitor Space:

Fees:

- | | | |
|---|------------------------|-------|
| <input type="checkbox"/> 10x10 Retail | Aviation Related | \$50 |
| <input type="checkbox"/> 10x10 Retail/Exhibitor | Non-Aviation Related | \$250 |
| <input type="checkbox"/> 10x10 Exhibitor Only | Aviation or Non-Profit | N/C |

**Note: If you have an Aircraft or Auto Display in addition to your retail space, please complete the section below.*

Check Number: _____ / Credit Card: _____ - _____ - _____ Exp: ____/____

Checks made payable to: **Town of Leesburg**

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

Non-Aviation display space 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. Non-profit applicants must be a registered 501-C3 organization.

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

Deadline for application: August 30, 2013

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

Aircraft and/or Automobile Display

Club affiliation, if any: _____ Type of Aircraft or Auto: _____

Year/ Make/Model: _____ Aircraft dimensions/ Space required: _____

Insurance Carrier: _____ Policy Number: _____

Will you need special parking accommodations for trailers, flatbeds, etc? If, yes, please specify:

No _____ Yes _____

Is your auto/aircraft part of a display? Will you require space for a tent/booth? If yes, please indicate size and scope: No _____ Yes _____

**2013 Leesburg Airshow
Event Specifications and Requirements**

TERMS AND CONDITIONS for STATIC DISPLAYS of
AUTOMOBILES and AIRCRAFT
(not food, beverage, vendors, or exhibitors)

Event Location: The event will be held outdoors at the Leesburg Executive Airport, located at 1000 Sycolin Road, Leesburg Virginia, 20175

Festival Exhibition Dates and Times: 11am – 4pm, Saturday, September 28, 2013. No part of any 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. For vendors/exhibitors 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 be returned after the show, if requested.

Vendor 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.

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

Space Operation: Please note that automobiles and aircraft cannot be moved during the public hours of the festival. Vendors/Exhibitor booths must be opened 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. Automobile or aircraft or vendor/exhibitor space must not interfere with adjacent exhibits in any way. Automobile and aircraft owners and vendor/exhibitors shall be liable for delivery, handling, erection and removal of their own displays, materials, and/or vehicles.

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

Automobile and aircraft owners and vendors/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 owner, their staff and exhibits being excluded from the event site without refund. This may impact your acceptance in future shows.

Automobile and aircraft owners and vendors/exhibitors and their staff are **not to bring alcohol or pets** to the event.

Automobile and aircraft owners and Vendors/Exhibitor may bring 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 microphones or noisemakers may be used at the event without the permission of Airshow Management.

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

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

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 automobile and aircraft owners or their staff.

Automobile and aircraft owners or vendors/exhibitors **may not sublet** any portion of their space to another exhibitor.

Event Insurance Requirements. Automobile and aircraft owners: The Town of Leesburg requires Liability Insurance written for a combined single limit of at least \$1,000,000 each occurrence for bodily injury and property damage. Unlike performers, static automobile and aircraft display exhibitors are not required to furnish an endorsement (a policy naming the Town of Leesburg additional insured), but must identify their vehicle insurance carrier and policy number on the application. Vendors and Exhibitors not displaying a vehicle or aircraft: 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.

Indemnification Automobile and aircraft owners as well as vendors/exhibitors agree to indemnify, defend and hold harmless the Town, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by any services/operations of any kind or nature furnished by the automobile and/or aircraft owner or the vendor/exhibitor. This indemnity agreement shall impose liability on the automobile and/or aircraft owner or 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.)