



VENDOR / CONCESSIONAIRE GUIDELINES

- ★ **NEW FOR 2017:** Jumper Classes will begin a day earlier on Monday, June 5th.
- ★ Completed contracts **with full payment** must be postmarked on or before May 1, 2017.
- ★ Contracts postmarked after May 1 deadline will be charged an additional \$100 late processing fee prior to set-up and previous space assignment is not guaranteed. Space is limited and will be reserved on a first come (and paid) – first served basis.
- ★ Vendor Contact: Lee Nunnally - (434) 531-0864 or Horse Show Office (540) 687-5740
- ★ Provide a **current copy of Certificate of General Liability Insurance** with the Upperville Colt & Horse Show, Inc. listed as an additional insured prior to set-up.
- ★ Weekly vendors must set up Saturday or Sunday (June 3rd or 4th).
- ★ Vendors with mobile unit / sales trailer must coordinate their set-up / parking day and time with Lee Nunnally prior to arrival.
- ★ Weekly vendors have priority in placement over Daily vendors
- ★ Vendors are encouraged to be open on the weekdays between 10am and 4pm (or end of show) at least
- ★ Vendor Village will be set up for Jumper Classic Sunday. You have the option to move to the Vendor Village on Saturday evening to take advantage of the Sunday crowd. Please note: **Only Virginia Tent Rental tents are allowed in the vendor village. NO EXCEPTIONS.**
- ★ There is no additional charge for the Vendor Village space fee for hunter or jumper side vendors who choose to move to Vendor Village for Sunday, however there is a “tent moving” charge.
- ★ Tent rentals require a **separate** check payable to **Virginia Tent Rental** and mailed with contract to horse show office. For horse safety reasons, no vendor owned tents – only approved Virginia Tent Rental tents will be allowed in certain vendor areas.
- ★ All tents are subject to safety inspection and may be **Rejected by Management** if deemed unsuitable. The same applies to any mobile unit / sales trailer occupying a vendor / concession space.
- ★ FedEx / UPS shipping address to the horse show grounds
8600 John Mosby Highway, Upperville, VA 20184
Deliveries accepted June 5th thru June 9th ONLY