



VENDOR / CONCESSIONAIRE GUIDELINES

- ★ 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.
- ★ Food Vendors must comply with Loudoun (Jumper Side) or Fauquier (Hunter Side) County Health Department and Commerce Department regulations. Licenses and permits for operation on the show grounds are vendor's responsibility.
- ★ Weekly vendors must set up Saturday or Sunday (June 5th or 6th)
- ★ Vendors with mobile unit / sales trailer must coordinate their set-up / parking day and time with Lee Nunnally prior to arrival.
- ★ Retail vendors are asked to be open on the weekdays between 10 am and 4 pm or until the end of the show day. Food vendors that offer breakfast items should be open by 7 AM.
- ★ The Vendor Village area will be set up on the Jumper side on Sunday. If you rent a tent from VA Tent rentals, you have the option to move to the Vendor Village on Saturday evening to take advantage of the Sunday crowd. There is a tent move charge but no additional cost for the space. **Only Virginia Tent Rental tents are allowed in the vendor village.**
- ★ 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:
c/o Horse Show Office 8300 John S. Mosby Highway, Upperville, VA 20184
Deliveries accepted June 6th thru June 12th ONLY.
Packages shipped to the show grounds are the sole risk and responsibility of the vendor.



SPECIAL NOTICE for OUR VENDORS

"Plastic Free by '23"

Upperville's unique setting "Under the Oaks" remains a big attraction for exhibitors, spectators, and vendors. We have been working diligently over the past year to remove dead and unsafe trees and replace them with young tees which we care for in the hope that they will one day grace our beautiful show grounds like their forebearers before them. We have also made a big effort to implement environmentally sound practices throughout our horse show, composting, recycling, and reducing waste wherever we can.

We invite you, our valued vendors, to help us with this effort going forward. Specifically, we can recycle your cardboard, plastic bags, plastic bottles, and aluminum cans at the Fauquier County recycling center. You will see receptacles for plastic bottles and aluminum cans throughout the show grounds, and we will have drop-off points or offer collection of your recyclable cardboard. You only need to flatten it and keep it clean and dry. We will do the rest!

By 2023, we aim to be "plastic free" during the show, as it pertains to single use plastic and Styrofoam. We are confident that the groundswell in consumer support for reusable or compostable containers, utensils and packaging will offset any increase incurred to phase in environmentally sound plastic-substitutes for your customers.

We believe we will encourage conscientious shoppers to support UCHS vendors by marketing our collective milestones toward environmental stewardship and eco-friendly initiatives. To this end, we will supply individual "Eco-Friendly Vendor" signage for ALL of our vendors who meet the "plastic free" parameters before 2023. Just let us know before May 15 this year or next year if you will be in compliance with "Plastic Free by '23" milestone ahead of schedule and we will get signage made to use in your vendor spot to let shoppers know they are supporting an eco-friendly business. Of course, we will continue to advertise our united "green" efforts in 2023 and beyond, to the benefit of all.

Making strides in environmental stewardship is a focus for us at Upperville Colt & Horse Show. We thank you all for your support and leadership in these efforts. If you have any ideas of ways by which we could reduce our "footprint" or improve our impact, PLEASE LET US KNOW!