



VENDOR / CONCESSIONAIRE GUIDELINES

- ★ Vendor Contact: Lee Nunnally - (434) 531-0864 or Horse Show Office (540) 687-5740
- ★ Returning Vendors from the previous year who submit completed applications by the closing date will have priority over new or lapsed vendors. Vendors will be notified by May 2 if their application is accepted.
- ★ 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 4th or 5th)
- ★ 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.
- ★ For horse safety reasons, 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.
- ★ Vendor applications received after the closing date of April 30 MAY be accepted as space permits, subject to a \$75 late fee.
- ★ 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 4th thru June 11th ONLY.
Packages shipped to the show grounds are the sole risk and responsibility of the vendor.