



2019 SPONSOR FULFILLMENT DUE DATES & DELIVERABLES

LOGOS

Due Date: ASAP

Email to: jenniferleeglass@gmail.com and tweinberg@weinbergharris.com

Specs: Vector file

PRIZE LIST ADS

Due Date: Friday, March 15, 2019

Preferred File Type: Acrobat PDF

Specs: Full Page = 7.5"x 10"

Submission: see below

PROGRAM ADS

Due Date: Thursday, May 10, 2019

Preferred File Type: Acrobat PDF

Specs: Full Page = 7.5"x 10"

Submission: see below

AD SUBMISSION

Email to: horseshow@piedmontpress.com Note: This email can receive large attachments but in case your email server will not allow you to send your ad due to size, simply "dropbox" your ad and share the link with horseshow@piedmontpress.com

If possible, please fax a copy of your advertisement to (540) 347-9335.

If you have any trouble with your ad submission, call Piedmont Press & Graphics (540) 347-4466

SPONSOR BANNERS

Sponsors are responsible for providing camera ready art for 3'x8' banners by May 15th

SPONSOR PUBLIC ADDRESS ANNOUNCEMENTS

Due Date: Saturday, May 25, 2019

Email to: jenniferleeglass@gmail.com and tweinberg@weinbergharris.com

SPONSOR VIDEO SPOTS (if applicable)

Due Date: Friday, May 24, 2019

Email to: jenniferleeglass@gmail.com and tweinberg@weinbergharris.com

CERTIFICATES OF INSURANCE (if applicable)

All sponsors with vendor spaces will be required to have a certificate of liability insurance (Acord Form #25-S) showing that the coverage is in effect from set up to tear down.

The following are named Additional Insured: UPPERVILLE COLT & HORSE SHOW, INC.

Due Date: Tuesday, May 14, 2019

Email to: uchs1853@gmail.com

SPONSOR JUMPS (if applicable)

Per FEI and USEF rules, to be used in competition, jumps must be in excellent condition.

Limited storage may be available throughout the year if coordinated in advance.

Contact for jump construction or storage: Fred Briggs / fred@bellegreyfarm.com / (703) 447-8153

Due Date for Delivery to Venue: Saturday, June 1, 2019

Contact delivery/pick-up: George Heston / (434) 825-2840

SPONSOR MATERIALS FOR DISTRIBUTION (if applicable)

Due Date: Friday, May 24, 2019

US Postal Service Mail to: UCHS, PO Box 239, Upperville VA 20185

FEDEX / UPS (only): UCHS, 9197 John Mosby Hwy, Upperville, VA 20184