



VENDOR / CONCESSIONAIRE GUIDELINES

For Sponsors with “Product Display” as a sponsorship benefit

- ★ 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 1st or 2nd)
- ★ Vendors with mobile unit / sales trailer must coordinate their set-up / parking day and time with Lee Nunnally prior to arrival.
- ★ 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.
- ★ 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
8300 John Mosby Highway, Upperville, VA 20184
Deliveries accepted June 3rd thru June 7th ONLY