

Upperville Colt and Horse Show, Inc.
2020 APPLICATION FOR VENDOR / CONCESSION SPACE

Applications Open January 31 and Close March 31st

NAME OF CONCESSION: _____

NAME OF CONTACT PERSON: _____

MAILING ADDRESS: _____

PHONE: _____ EMAIL: _____

WEBSITE: _____ TYPE OF PRODUCT: _____
(food vendors – please attach a menu)

NAME of AUTHORIZED AGENT attending show: _____

CELL PHONE of AUTHORIZED AGENT attending show: _____

EMAIL of AUTHORIZED AGENT attending show: _____

ANTICIPATED DATE AND TIME OF ARRIVAL: _____

Weekly rental on Hunter Side or Jumper Side
(Monday thru Sunday)

10' x 10' Space - \$750 _____

10' x 20' Space - \$900 _____

20' x 20' Space - \$1500 _____

Check Preferred Location

Hunter Side _____

or

Jumper Side _____

SUNDAY Rental ONLY on 10' x 10' space in Jumper Side Vendor Village: \$250/day _____

Additional Fee for living in unit: \$100 _____ Camper Fee: \$300 _____

There is NO ADDITIONAL CHARGE for Water or Electricity.

Please check if you require Water _____ Electricity _____ Circle one: 110V or 220V

The Upperville Colt and Horse Show, Inc. reserves the right to charge an additional fee for excessive use of water or electricity.

TOTAL ENCLOSED _____

THE SECTION BELOW MUST BE COMPLETED

Tent Rentals and Over Size Spaces

If you plan to rent a tent, please write a *separate check* for the tent rental fee made payable to VA Tent Rental and mail with your application.

I plan to rent a tent Y N Indicate size _____

Tent Rental – **payable to VA Tent Rental** (see attached pricing)

I provide my own tent Y N Indicate size & style: _____ ATTACH PHOTO

NOTE: Your Tent is Subject to Safety Inspection and may be Rejected by Management if deemed Unsuitable.

I plan to bring a mobile unit / sales trailer to occupy my concession space Y N

Indicate size: _____ ATTACH PHOTO

Weekly vendors who rent tents from VA Tent Rentals have the option of moving to the Vendor Village on the Jumper side on Sunday. There is no additional charge for the space, however there is a fee for VA Tent Rentals to move your tent. (see tent rental prices/moving fee)

Additional Fee for Oversize Spaces or Nonstandard Sizes will be Determined on Individual Basis

Application Acceptance

WE RESERVE THE RIGHT TO ACCEPT OR REJECT THIS APPLICATION.

An Application will not be considered complete until all items are received:

- Completed application
- Full payment with separate checks for Upperville Colt and Horse Show, Inc. and, if applicable, VA Tent Rental
- Certificate of General Liability Insurance with Upperville Colt & Horse Show 8300 John S. Mosby Hwy Upperville, VA 20184 listed as additional insured.

ALL FEES MUST BE PAID PRIOR TO SPACE ASSIGNMENT AND SET-UP.

FOOD VENDORS MUST HAVE ALL NECESSARY PERMITS FROM LOUDOUN (Jumper Side) OR FAQUIER (Hunter Side) COUNTIES PRIOR TO ARRIVAL ON THE GROUNDS.

Mailing Completed Application

FOR OFFICE USE ONLY

AMT REC'D: \$ _____

DATE REC'D: _____

INSURANCE: _____

TENT RENTAL CK AMT: \$ _____

TENT RENTAL CK # _____

PAYABLE TO? _____

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Mail to: PO Box 239, Upperville, VA 20185 or call (540) 687-5740 to pay by credit card.



VIRGINIA TENT RENTAL

Prices for the 2020 Upperville Colt and Horse Show

(Includes Sales Tax)

	One Day Rental Fee	Two Days or More = Weekly Rental Fee	** Grand Prix Day (to move to Vendor Village)
Tent Size	Tent including sides	Tent including sides	Tent including sides
10x10	\$200.00	\$250.00	\$125 additional to move
10x20	\$300.00	\$375.00	\$125 additional to move
20x20	\$375.00	\$450.00	Price available upon request

** For the grand finale event on Sunday, June 7th, vendors have the option to move to the Vendor Village. There is no additional charge for the space fee, however there is a “tent moving” charge. Your tent / space in the Vendor Village on Sunday may not exceed the size of your weekly space.

Only Virginia Tent Rental tents allowed in the Vendor Village

NO EXCEPTIONS



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 regulations. Licenses and permits for operation on the show grounds are vendor's responsibility.
- ★ Weekly vendors must set up Saturday or Sunday (May 30th or 31st)
- ★ Vendors with mobile unit / sales trailer must coordinate their set-up / parking day and time with Lee Nunnally prior to arrival.
- ★ Vendors are asked to be open on the weekdays between 10 am and 4 pm or until the end of the show day.
- ★ 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
8300 John Mosby Highway, Upperville, VA 20184
Deliveries accepted June 1st thru June 5th ONLY