



**Upperville Colt & Horse Show, Inc.**  
**2025 APPLICATION FOR VENDOR / CONCESSION SPACE**  
**Fill in all relevant information on pages 1 & 2**  
**Incomplete applications cannot be processed**  
**Applications Open January 1 and Close March 15**

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: \_\_\_\_\_

EMERGENCY CONTACT: Name \_\_\_\_\_ Cell \_\_\_\_\_

ANTICIPATED DATE OF ARRIVAL: \_\_\_\_\_

**Weekly Vendor Space Fee on Hunter Side or Jumper Side (Monday- Sunday)**

Check Preferred Location

10' x 10' Space - \$750 \_\_\_\_\_

Hunter Side \_\_\_\_\_

10' x 20' Space - \$900 \_\_\_\_\_

**or**

20' x 20' Space - \$1500 \_\_\_\_\_

Jumper Side \_\_\_\_\_

**Oversized Space, including to accommodate ramps, awnings, etc. – Please email for price**

**Late fee** (after 3/15) - \$75 \_\_\_\_\_

Camper Fee: \$450 (50 amp) \_\_\_\_\_

There is NO CHARGE for Water or Electricity hookup, however Upperville Colt & Horse Show, Inc. reserves the right to charge an additional fee for excessive use of water or electricity.

Please check if you require Water \_\_\_\_\_ Electricity \_\_\_\_\_ (Circle one: 110V or 220V)

**Tent Rentals and Over Sized Spaces**

\*\*\*\*\*

**If you plan to rent a tent, please include all tent rental, floor installation and table rental fees in your payment, and mail with your application. See attached rental fee schedule for current pricing.**

I plan to rent a tent Y N Size \_\_\_\_\_ **Tent Rental Fee: \$** \_\_\_\_\_

I would like a floor installed Y N **Floor Installation Fee @ \$2.50/sq. ft.:** \$ \_\_\_\_\_

I would like to rent a table/s Y N Quantity: 6' rct x \_\_\_ 8' rct x \_\_\_ 5' rnd x \_\_\_ **Table Rental Fee: \$** \_\_\_\_\_

I provide my own tent Y N Indicate size: \_\_\_\_\_ **PLEASE 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 **total size** of vendor area needed to accommodate your concession (l x w) : \_\_\_\_\_

**PLEASE ATTACH PHOTO OF MOBILE UNIT / SALES TRAILER IN USE**

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

**Application Acceptance**

\*\*\*\*\*

**WE RESERVE THE RIGHT TO ACCEPT OR REJECT THIS APPLICATION.  
COMPLETED APPLICATIONS FROM RETURNING VENDORS WILL BE GIVEN PRIORITY.**

An application will be considered COMPLETE when ALL the following items are received:

- Completed application
- **Full** payment to Upperville Colt & Horse Show, Inc. for all fees. Make check payable to Upperville Colt & Horse Show. Credit cards accepted with a 3.5% processing fee. Checks will not be cashed nor cards charged until we can assign a vendor space.
- Certificate of General Liability Insurance with Upperville Colt & Horse Show, Inc. listed as additional insured

ALL FEES MUST BE PAID PRIOR TO SPACE ASSIGNMENT

FOOD VENDORS MUST HAVE ALL NECESSARY PERMITS TO COMPLY WITH LOUDOUN (Jumper Side) OR FAUQUIER (Hunter Side) COUNTY'S REQUIREMENTS PRIOR TO ARRIVAL ON THE GROUNDS.

**TOTAL ENCLOSED FOR UCHS VENDOR SPACE, TENT RENTAL, TENT FLOOR, TABLE RENTAL & ANY ADDITIONAL FEES**

**\$** \_\_\_\_\_

**Mailing Completed Application**

\*\*\*\*\*

Mail to: PO Box 239, Upperville, VA 20185 or email: jwebster@upperville.com

**Upperville Colt & Horse Show utilizes**



**for all Show Hospitality and Vendor tents**

**TENT & TABLE RENTAL FEES**

(Includes Sales Tax)

	<b>Weekly Rental Fee</b>
<b>Tent Size</b>	<b>Tent including sides</b>
<b>10x10</b>	<b>\$300.00</b>
<b>10x20</b>	<b>\$425.00</b>
<b>20x20</b>	<b>\$525.00</b>
<b>Flooring (Wood w/all-weather black carpet)</b>	<b>\$2.50/square foot</b>
<b>Table (6' rect, 8' rect, or 5' round)</b>	<b>\$12/ea.</b>

**If you plan to rent a tent, flooring, or tables, please indicate size/quantity and fees above. Include payment for all fees with your Upperville Colt & Horse Show vendor application.**



## VENDOR / CONCESSIONAIRE GUIDELINES

- ★ Vendor Contact: Jennifer Webster - [jwebster@upperville.com](mailto:jwebster@upperville.com) or [vendors@upperville.com](mailto:vendors@upperville.com)
- ★ 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 March 31 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. *No space can be assigned without a current COI.*
- ★ Food Vendors must comply with Fauquier or Loudoun County Health Department and Commerce Department regulations. Licenses and permits for operation on the show grounds are vendor's responsibility.
- ★ Vendors must set up Saturday or Sunday (May 31<sup>st</sup> or June 1<sup>nd</sup>, 2025)
- ★ Vendors with mobile unit / sales trailer must coordinate their set-up / parking day and time with Jennifer Webster prior to arrival. [jwebster@upperville.com](mailto:jwebster@upperville.com)
- ★ Retail vendors are asked to be open on all show days between 10 am and 4 pm. Vendors may remain open until the end of the show day at their discretion. Food vendors that offer breakfast items should be open by 7 AM.
- ★ For horse & rider safety reasons, only approved tents will be allowed in 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 March 15 may be accepted as space permits, subject to a \$75 late fee.
- ★ FedEx / UPS shipping address to the horse show grounds:  
**8300 John S. Mosby Highway, Upperville, VA 20184**  
Deliveries accepted May 31 - June 8 ONLY.  
Packages shipped to the show grounds are the sole risk and responsibility of the vendor.

### FOR OFFICE USE ONLY

AMT REC'D: UCHS \$ \_\_\_\_\_ VTR \$ \_\_\_\_\_ DATE REC'D: \_\_\_\_\_ COI: \_\_\_\_\_

CK # \_\_\_\_\_ PD by CC \_\_\_\_\_ DATE COMPLETE \_\_\_\_\_ SPACE # \_\_\_\_\_