



2023 DRESSAGE AT DEVON

VENDOR RULES, REGULATIONS, & POLICIES

Set-up will only be allowed starting 9:00 am Saturday September 23 through Monday September 25, 2023 at noon. Special consideration can be made for unloading in the late evening to early morning hours. No vehicles are to be on the grounds Monday noon to 7PM.

If there are issues with congestion on the show grounds during the vendor unloading period, we reserve the right to restrict the flow of vehicles onto the property.

Vendor vehicles are allowed on site before 7:00 am and after the conclusion of the show each day. All vendor vehicles remaining on the site after 7:00 am will be towed at the owner's expense.

Vendor vehicles will be allowed on site on the last day of the show **ONLY AFTER** the last awards ceremony is completed, according to the published schedule. For the safety of our competitors, please do not tear down until then.

Absolutely NO vendor tents, awnings, etc. are allowed. The only tents permitted will be furnished by Dressage at Devon (through an insured third party) at the vendor's cost. Dressage at Devon reserves the right to remove any tent or other ground covering mechanism during the show.

The Fire Marshall will be doing periodic inspections of the area. Vendors are not permitted to block walkways. All walkways are considered emergency exits/pathways for people and must be left open. Vendors are invited to display products outside the booths but must not block walkways and must stay within 10 feet of their assigned booth. The Fire Marshall has jurisdiction to make a ruling regarding the blockage of pathways and exits. If you have any questions while setting up, please bring them to our attention. Some booths (especially those backing Lancaster Avenue) may not have an extra 10 feet in front. Dressage at Devon reserves the right to keep the walkways clear for safety reasons.

Dressage at Devon will not be utilizing the locks on booth doors. Hasps are attached to many booths and the vendor is expected to bring their own lock. Please note that some of the newer booths have locks on the doors that must be opened by Devon Horse Show personnel. Dressage at Devon does not have keys to the doors. Contact information for the person responsible for unlocking those doors will be provided.

Dressage at Devon reserves the right to remove individuals who do not show respect and courtesy to any individual on site or infringes on the safety of the show. There will be no refunds if an individual is asked to leave due to unruliness.

If you choose to bring your pet, it must be under your control at all times and not allowed in restricted areas. All animals must be curbed. If your animal becomes dangerous to guests and others, or is not curbed, you will be asked to remove the animal from the grounds. Dressage at

Devon is a USEF licensed competition. Rule 1301.6 states: Dogs are not permitted to be loose on competition grounds and must be held on a leash or otherwise restrained.

Vendor booth space located in tents will be provided without lighting only. Additional lighting will be the sole responsibility of the vendor. We will try to assist you with your lighting needs if possible at the vendor's expense. No generators will be allowed.

Vendors must remain open for the duration of the show (Tuesday through Sunday). Vendors are asked to open by 10:00 am and remain open until after the dinner rush. Vendors are welcome to open earlier and stay open later at their discretion.

Vendors can place flowers/decorations outside and inside booths as long as they do not pose a fire risk. All decorations are the responsibility of the vendor to maintain during the show and remove at the end of the show. Tape is the only means allowed to hang banners, signs, etc. on booths.

Burning candles and other lighted materials are not permitted.

If you require packages to be shipped to you before or during the show please ship them to the following address:

Devon Horse Show Grounds _ Dressage at Devon
YOUR COMPANY NAME
YOUR BOOTH NUMBER
23 Dorset Rd
Devon, PA 19333

All packages will be delivered to the Barn 2 located near the festival area. Delivery personnel ARE NOT permitted to deliver packages to the booths

Dressage at Devon does not assume any responsibility or liability for any packages shipped to the show prior to, during, or after. Packages should not arrive prior to Friday, September 22, 2023. Dressage at Devon cannot deliver packages to booths or tents. Please pick up packages at the designated drop in Barn 2.

Dressage at Devon cannot make arrangements for shipping items back to vendors at the end of the show. Please make prior arrangements with a shipping company to pick up your package(s) at the end of the show. All packages will be shipped from Barn 2.

Booth sharing is not allowed under any circumstances. Any vendor found to be sharing a booth will be asked to leave the show and will forfeit their booth fee. If you have a product representative assisting you during the show, we require proof that they are covered under your insurance or their certificate of insurance showing Dressage at Devon as an additional insured with \$1,000,000 coverage for the dates of the show.

Vendors are responsible for the cleaning of their booth, both before and after the show.

Vendors are responsible to break down all boxes and bring them to the designated areas.

Dressage at Devon, a 501(c3) non-profit corporation, is excited for your participation in its 2023 Dressage at Devon Festival Shops experience. Each year, over 15,000 spectators experience our Festival Shops area seeing new, exciting, vibrant arts and crafts, unique gifts, innovative products and delightful foods and treats. Simply stated, vendors play a key role in our spectator experience. Through the combined efforts of Vendors, Competitors, Spectators, and Corporate Sponsorship, Dressage at Devon has been able to provide over \$1,000,000 of benefactor funds to organizations such as the Children's Hospital of Philadelphia and Thorncroft Equestrian Center and have supported the sport of Dressage by donations to the United States Dressage Federation for educational programs.

1. Criteria for acceptance as a vendor are:
 - Diversity and product quality
 - Adherence to Dressage at Devon contractual regulations
 - Sponsorship/Service Agreement
2. Vendor Placement on show grounds will be based on:
 - Level of sponsorship
 - Diversity of offerings
3. Dressage at Devon will accept vendor applications beginning February 1, 2023 until the closing date of May 30, 2023.
4. All regulations pertaining to vendor participation at Dressage at Devon 2023 are listed on the Dressage at Devon website (www.dressageatdevon.org).
5. It is the responsibility of the vendor to read and fully understand all regulations listed in the vendor contract.
6. Vendor space (i.e. Booth or Tent) must be rented by the vendor and is not inclusive of level of Vendor Service Fee/Sponsorship. Vendor booth/tent rental cost is based on size requirements and placement on the show grounds.

All applications will be reviewed by the Dressage at Devon vendor selection committee after March 30, 2023.

Payment Schedule

- All payments will be electronic
- All booths/tents must be paid in full by September 1 in order to attend.
- Booth/tent rental will be discounted to 2022 rate if paid in full by May 1.
- Booths/tents can be paid ½ by May 1 and the send ½ by July 1 at the 2023 rate.
- Booths/tents not paid for by August 1 will incur a \$250 late fee.
- All first time vendors will receive a \$250 discount off the vendor service fee.

We will make every effort to provide the same location to our returning vendors however this is not guaranteed. If payment is not made by September 1, your booth may not be available.

Contact: Gina Nelson - Nelson.22554@gmail.com | 540-300-0314

