



2024 DRESSAGE AT DEVON

VENDOR RULES, REGULATIONS, & POLICIES

Dressage at Devon, a 501(c)(3) non-profit corporation, is excited for your participation in its 2024 Dressage at Devon Festival Shops experience. Each year, over 9,000 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:
 - a. Space availability
 - b. Diversity and product quality
 - c. Adherence to Dressage at Devon contractual regulations
 - d. Sponsorship/Service Agreement
2. Vendor Placement on show grounds will be based on:
 - a. Space availability
 - b. Level of sponsorship Diversity of offerings
3. Dressage at Devon will accept vendor applications beginning January 1, 2024.
4. It is the responsibility of the vendor to read, fully understand, and abide by all regulations listed in this document and the vendor contract.
5. Vendor space (i.e. Booth or Tent) must be rented by the vendor and is not inclusive of the required Vendor Service Fee and/or Sponsorship.
6. Vendor booth/tent rental cost is based on size requirements and placement on the show grounds.
7. All applications will be reviewed by the Dressage at Devon vendor selection upon receipt.

SETUP RULES

Setup will only be allowed starting 9:00 am Saturday September 21 through Monday September 23, 2024 at noon. Special consideration may be made with prior approval from DaD for unloading in the late evening to early morning hours. **No vehicles are to be on the grounds beginning 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.

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.



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 disposal areas.

Vendors can place flowers/decorations outside and inside booths if they do not pose a fire risk/block the fire lanes. 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.

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.

Vendors are not permitted to use generators.

Burning candles and other lighted materials are not permitted.

SECURITY

Dressage at Devon does not provide padlocks for the vendor booths. 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. Vendors must provide a \$100 cash deposit to DaD for use of the key for the week. Upon return of the key to DaD, the \$100 cash will be returned to the vendor.

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.

HOURS

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.

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 and the horses, please do not tear down until then.

BOOTH SHARING

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.



PETS

If you choose to bring your pet, it must always be under your control and not allowed in restricted areas or any box seating. 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.

SHIPMENTS

Packages may not be delivered to the show grounds until September 20, 2024. 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

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 21, 2024. 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.

PAYMENT SCHEDULE

- All payments will be due per your vendor agreement.
- Failure to pay in accordance with your vendor agreement payment schedule will result in an increase in your rate.
- All booths/tents must be paid in full by September 1 in order to attend. No exceptions. DaD may reassign your space and you will forfeit any payments made to DaD if payment is not made in full by September 1.
- Booth rentals will be discounted to the 2023 [rate if contract is signed by February 1, 2024].
- Booths/tents not paid for by August 1 will incur a \$250 late fee.

We will make every effort to provide the same location to our returning vendors however this is not guaranteed.

For more information, please contact Lisa Engel sponsor.vendor@dressageatdevon.org or at 908-310-6248.