



## **2010 DRESSAGE AT DEVON**

### **VENDOR REGULATIONS**

Set-up will only be allowed starting 9:00am Sunday, September 26 and Monday September 27, 2010. All vendors must be unloaded by Tuesday September 28, 2010 at 6:00am.

If the congestion gets too bad on the show grounds during the vendor unloading period, we reserve the right to restrict the flow of vehicles onto the property.

Full time security will begin on the afternoon of Monday, September 27 and continue through noon Monday, October 4, 2010.

Vendor vehicles are allowed on site before 7:30am and after 9:00pm each day of the show. All vendor vehicles remaining on site after 7:30am 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.

Absolutely NO vendor tents are allowed. The only tents permitted will be furnished by Dressage at Devon. Dressage at Devon reserves the right to remove any tent or other ground covering mechanism during the show.

Vendor trailers will not be allowed to park in the show parking lots during the show. Parking passes will be provided for regular vehicles. Please follow the instructions provided by the police, parking supervisors, and security firms regarding where to park during the show. Parking is extremely limited during the show and is provided on a first come/first served basis.

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 without blocking the walkway. The Fire Marshall does have jurisdiction to make a ruling regarding the blockage of pathways/exit ways. If you have any questions while setting up please bring them forward.

Dressage at Devon will not be utilizing the locks on booth doors. Hasps are attached to every booth and the vendor is expected to bring their own lock.

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.

If you chose 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.



Vendor booth space located in tents will be provided with minimal lighting only. Additional lighting will be the sole responsibility of the vendor.

Vendors must remain open for the duration of the show (Tuesday through Sunday). Vendors are asked to open by 10:00am 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 the 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.

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-Dressage at Devon  
YOUR COMPANY NAME  
YOUR BOOTH NUMBER  
Berkley and Valley Forge Roads  
Devon, PA 19333

All packages will be delivered to the "Stable Office" located at the back gate of the show grounds. 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 before Monday September 26, 2010. Dressage at Devon cannot deliver packages to booths or tents. Please pick up packages at the Stable Office.

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.

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 dumpster.