

**Early Bird Special!**  
**\$50 off**  
 if contract and payment are received by July 1st



# PLANTATION FIELD *International Horse Trials*

SEPTEMBER 20-23 **2018**

## Vendor Contract

Don't miss this opportunity to showcase and sell your wares!

**VENDOR FEES** for Friday, Saturday & Sunday:  
 ADJACENT TO ARENA: 10 x 10 Space: \$250 (No tent provided)  
 VENDOR AVENUE: 10 x 10 tent: \$300 (see other options below)  
 50% deposit required upon registration, no later than August 15, 2018. Balance due September 1, 2018  
 All Vendors will receive:

- **2 General Admission Parking Passes**  
 No parking will be allowed behind the tents.  
 Vehicles must be removed after set up by 9:00 a.m.

- **Listing in the official Event Program**

**PAYMENT:** Mail to address below, or pay by credit card on website:

[www.plantationfieldinternational.com](http://www.plantationfieldinternational.com)

**QUESTIONS?** Contact Jenny at 610-564-9276 or email at: [Plantationfieldvendorinfo@gmail.com](mailto:Plantationfieldvendorinfo@gmail.com)



**VENDOR SET-UP:** Vendor is responsible for their own set-up and display of their goods in their assigned area.

**Vendor Avenue** set-up must be COMPLETED by 8:00 p.m. on Thursday night - NO EXCEPTIONS. Security will be present every night. Take down must be AFTER the conclusion of the event on Sunday (aprx. 4:00).

All booths must be open each day, all day, from 9:00 a.m. until the last horse and rider competes at the end of the day.

**Adjacent to Arena Vendors** Set-up time must be arranged with Jenny due to the competition schedule in the arena.

During the event a **Silent Auction** is held to benefit our charities. We would be most grateful if our vendors would consider donating an item. Thank you in advance!

**These items must be received before you can begin set-up:**

- One signed copy of the Plantation Field contract
  - All fees paid for space
  - A **Certificate of Insurance** in the hands of the Plantation Field Committee
  - Insurance Requirements:
    - General Liability in an amount no less that \$1 million per occurrence
    - Worker's Compensation (except for sole proprietors) with the limits no less than \$500,000
- These insurance policies must:
- Be written by an insurance company qualified to do business in the State of Pennsylvania
  - Name the Plantation Field organization, the Plantation Field Board Members and Mr. Cuyler Walker as additional insureds.

The Certificate of Insurance must indicate that insurance coverage is in effect for the entire period of Thursday September 20 through Sunday September 23, 2018 and must contain a policy whereby Plantation Field shall receive at least ten (10) days prior written notice before the insurance carrier cancels or modifies such insurance.

### PFIHT Vendor Application Checklist

- Application form completely filled out
- Check enclosed
- Insurance information included (See above box)
- Adjacent to Arena; 10 x 10: \$250**  
 (NO electric, tent or table included)

- Vendor Avenue** (all sizes include tent):
- 10 x 10: \$300 (includes 1 table, 1 chair)
  - 10 x 20: \$500 (Table/chair needs can be discussed)
  - 10 x 30: \$750 (Table/chair needs can be discussed)

**Electrical outlet** Must provide your own power cords

\$75 per plug. Quantity: \_\_\_\_\_  
 Power needs: \_\_\_\_\_ amps \_\_\_\_\_ volts

**Total due:** \$ \_\_\_\_\_  
 50% due with registration; balance due September 1, 2018

Company Name to be listed in Program \_\_\_\_\_ Type of Business \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ E-Mail \_\_\_\_\_

**By credit card:**  Visa  MasterCard  AmEx 3-digit CVC #: \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Billing Zip Code \_\_\_\_\_ Signature \_\_\_\_\_

Mail the bottom portion of this form, insurance information and check made out to **Plantation Field Equestrian Events to:**  
**Jenny Cadwalader • P.O. Box 717 • Unionville, PA 19375**