



***"Red Hills Avenue of Shops" Vendor Guidelines***

**Event Dates: March 5, 6 and 7, 2010 Elinor Klapp-Phipps Park Miller Landing Road -- Tallahassee, Florida**

"Red Hills Horse Trials, Inc., reserves the right to unilaterally determine the acceptability of any Avenue of Shops Application ("Application") submitted. All decisions are final. In the event that your Application is not accepted, any monies submitted will be returned."

1. Participants will be assigned space by the **"Red Hills Avenue of Shops"** Committee.
2. **Avenue of Shops** vendors may set-up : **Thursday (March 4<sup>th</sup>) from noon to 5 p.m., to be in place by 8:00 a.m. Friday.** The Horse Trials will take place over the three days (March 5 - 7) from 8:00 a.m. until 5:30 p.m. daily. **Avenue of Shops** booths shall remain open and staffed during these hours. Note: There will be no vehicular traffic in the Avenue of Shops Area after 5 p.m. on Thursday, March 4<sup>th</sup>. However, Red Hills Staff will be available with utility vehicles to assist with transport of supplies to your booth. Avenue of Shops Vendors must leave the Park Sunday, March 7<sup>th</sup> by 6:00 p.m. leaving booth area clean.
3. A lighted tent will be provided for cover for all vendors (unless other arrangements are made). Under the tent, vendors will be self-contained, providing their own tables, chairs and cloths, unless reserved on Avenue of Shops/Saddlers' Row Application. There is no facility water, bottled water is available through concessionaires.
4. Each Vendor space is 10' x 10'. The fee is \$250 for this space after 1/08/10 the fee is \$300. There is **no** commercial power at the Park. Red Hills will be using several large generators and electricity to Vendor Space can be provided, for a usage and hookup fee of \$30 per 120 volt, 15 Ampere duplex outlet. **Vendors must bring their own NEW heavy duty extension cord(s).**
5. Vendors will adhere to the enclosed City of Tallahassee Fire Safety Guidelines.
6. Vendors will provide a certificate of insurance showing that they have General Liability coverage, including Products Liability and Worker's Compensation Coverage.
7. Avenue of Shops-specific security will be provided during setup and throughout the event, including nights.
8. Parking passes (limit 3), which will admit vendors and their staff, as well as additional information, will be provided prior to the Event. Vendors **must** park in the area specified for Vendors.
9. All Vendors are responsible for complying with all sales tax requirements. Red Hills Horse Trials or the City of Tallahassee assume **no** responsibility in this regard.
10. All Vendors must have a fire extinguisher with a current state tag and First Aid Kit in their booth at all times.
11. Generators are prohibited.
12. Arts and Crafts Vendors are required to show a copy of their occupational license.
13. No crafts may be sold that are considered illegal.