



VENDORS – EXHIBITORS – CONCESSIONAIRES GUIDELINES

NOTE: Red Hills Horse Trials, Inc. reserves the right to unilaterally determine the acceptability of any Vendor, Exhibitor or Concessionaire. If found unacceptable, any money received will be returned.

1. **Only authorized professional or business licensees, occupational licensees, or approved non-profit organizations** “shall be permitted to operate on city property or facilities during a special event or a city-sponsored event.” Red Hills is city-sponsored and located on city-managed property.
2. **Space** – A space will be assigned to each operator by the Red Hills Horse Trials Committee.
3. **Set Up** – The operator set-up window is Thursday, March 7 from noon until 5 p.m. Operator vehicles are not permitted in the area after the set-up window is closed.
4. **Hours of Operation** – Operator areas shall be open from 8 a.m. until approximately 5 p.m. daily March 8-10, 2018. Operator areas shall remain open and staffed during these hours.
5. **Security** – Security is provided during setup and throughout the event including nights.
6. **Parking** – Parking passes for operators and their staff (limit 2) will be provided before the event. Pass holders must park in the area designated on the pass.
7. **Assistance** – During operating hours Red Hills’ personnel can assist in transporting supplies to operator areas utilizing designated utility vehicles.
8. **Operator Vehicles** – There will be no vehicular traffic permitted in the Avenue, Exhibit, Saddler’s Row or Food Court areas during the hours of operation.
9. **There is NO water facility available on grounds for operator use.** Bottled water and ice will be available for purchase or you may bring your own.
10. **There is NO commercial power at the park.** Red Hills will be using several large generators and electricity is included in the application fee for Vendors and the Food Court Concessionaires. Exhibitors may purchase electricity for a hook-up fee of \$50 per 120 volt electric service per 15 amp circuit. Operators accessing power must bring heavy duty extension cord(s).
11. **Special Needs** – Any operator with special needs (e.g. handicapped parking) please advise event personnel in advance.
12. **Operators are responsible for complying with all sales tax requirements.** Red Hills Horse Trials, Inc. and the City of Tallahassee assume no responsibility in this regard.
13. **Operators will adhere to the City of Tallahassee [Fire Safety Guidelines](#).**
14. **Departure** – Operators must clean the assigned area and leave the park no later **than 6 p.m. on Sunday, March 10, 2019.**
15. **For directions and map to Red Hills Horse Trials, visit the website at www.rhht.org.**