



Janine W. Malone
Rosinburg Farm
P.O. Box 976
Zebulon, NC 27597
Phone: (919) 269-7307
JEMRPH@aol.com

Dear Business Owner:

Please join us for the **Lexington Spring Dressage** show on **Saturday and Sunday, May 17-18, 2014** at the Virginia Horse Center in Lexington, VA. The competition includes Dressage and Dressage Sport Horse Breeding (DSHB) classes and will use the Anderson Coliseum as well as nearby covered and outside rings.

Indoor vendors as well as mobile vendors, including vendor supplied trailers or tents, can be accommodated inside or near the coliseum and barns that will be used for this event.

Several of our sponsors have exclusive vendor rights at this and other Rosinburg Events competitions. We cannot accept any tack/riding apparel shops or insurance companies as vendors. In addition, the facility may limit and must pre-approve all food or beverage vendors. However, businesses that sell equestrian gifts and other specialties or services are welcome to attend.

Vendors must furnish Rosinburg Events, LLC with a Certificate of Insurance as evidence that Worker's Compensation Insurance (if applicable) and Public Liability Insurance is in force during the show. In addition, a photocopy of your Virginia State Certificate of Registration, which serves as evidence that you have met the sales and use tax registration requirements for that jurisdiction and that you are authorized to collect and remit tax as required by law.

When your contract is returned, **with full payment**, you will receive confirmation for your vendor space. Trade Fair spaces will NOT be reserved until the contract and fees are received by the show.

Visit our website for details on this and other upcoming events: www.rosinburg-events.com.

Thanks for your support,

Janine W. Malone, Show Manager
Rosinburg Events LLC
Lexington Spring Dressage



ROSINBURG EVENTS LLC

VENDOR APPLICATION AND CONTRACT



COMPETITION: Lexington Spring Dressage
DATE: May 17-18, 2014

INDOOR BOOTHS and MOBILE UNITS or TENTS OUTSIDE

Business Name: _____

Contact Person: _____

Mailing Address: _____ E-Mail: _____

Day Phone: _____ Night Phone: _____ Fax: _____

Describe item to be sold or the promotion being made: _____

Will you donate prizes for special awards? _____ If yes, indicate number and description of prizes to be donated: _____

OUTDOOR and INDOOR SPACE: \$150.00 weekend. Includes indoor booths, outside vans, mobile units or vendor-supplied tents. Non-profits and/or charities may be permitted to set up at a reduced charge with the prior approval of the competition and of VHCF management. This price includes the vendor fee charged by the VHCF.

Vendors have access to 20 amp electricity indoors and 30/50 amp electricity outdoors in designated vendor areas at no additional charge. The VHCF is not responsible for vendor packages or merchandise. The VHCF reserves the right to have signage removed when in inappropriate areas. Vendors are permitted to send packages; however, there will be a fee of \$5.00 per package collected upon pick-up. Contact Administrative office for more details at 540-464-2950. **Tables and chairs are NOT available for rent.**

IMPORTANT INSURANCE NOTICE

The competition Insurance policy does not include independent contractors or their employees. All independent contractors (including concessionaires and vendors on the show grounds) must furnish the Insured (Rosinburg Events, LLC) with a Certificate of Insurance as evidence that Worker's Compensation Insurance (if applicable) and Public Liability Insurance is in force during the show.

Please complete and return by MAY 10, 2014 to: Janine W. Malone, Rosinburg Farm, P.O. Box 976, Zebulon, NC 27597, with a check made payable to ROSINBURG EVENTS LLC.

I look forward to working with you at the show.

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Fax: (919) 269-6273
E-mail: JEMRPH@aol.com
Web site: www.rosinburg-events.com

