



# HAMPTON CLASSIC HORSE SHOW FOOD CONCESSION VENDOR INFORMATION

## APPLICATION · GUIDELINES · POLICIES



AUGUST 25 - SEPTEMBER 1, 2024

## ASSISTANCE - PRODUCT DELIVERY

Deliveries should be made no more than one time per day. A point person from our crew and a point person from our office staff will be given in your vendor information packet. These contacts will be available to assist you regarding ice accounts, product delivery, or any issues. Please refrain from contacting more than one staff or crew member regarding the same issue.

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## BEES AND ANTS

Vendors are responsible for controlling occurrences of bees and/or ants in their food concession space(s).

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## CANCELLATION POLICY

Upon acceptance, vendors will have until July 1st to decline the food concession space. Cancellations after July 1st will result in your responsibility for the entire fee. Late cancellations could also impact future acceptance.

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## ELECTRICAL REQUIREMENTS

An outlet with electrical service will be provided. Please indicate any specific electrical needs on your application.

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## FIRE EXTINGUISHERS / SUPPRESSION

Must comply with county and town requirements.

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## MANDATORY PAPERWORK

All vendors are required to provide the following paperwork upon acceptance:

- A certificate of authority to collect NYS Sales Tax
  - A certificate of insurance showing a minimum combined general aggregate liability limit of one million dollars naming Hampton Classic Horse Show, Inc. as specifically designated "additional insured"
  - Worker's Compensation & Employer's Liability to cover any employees that will be working at your booth
  - All necessary licensing required by any governmental agencies in order to operate a food concession at the Hampton Classic including but not limited to a Suffolk County Board of Health Permit and inspection and/or permit by the Bridgehampton Fire Department.
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## PROVIDED BY THE HAMPTON CLASSIC

For tented vendors, the Hampton Classic will provide plywood flooring, tenting (if requested), stockade fencing (at its discretion) in food service and preparation areas, a shared, three-compartment sink in the main food area, and hot water heater of suitable size to supply a dish washing facility that will meet the Board of Health requirements in or near the main food area. The main food area will be provided with an adequate supply of piped potable water.

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## REPRESENTING THE HAMPTON CLASSIC

Accepted vendors must represent the Hampton Classic in a courteous and professional manner. Please refrain from taking anything from the showgrounds or other vendors without asking. If the Hampton Classic receives complaints about a vendor, it may result in a denial of vendor privileges in subsequent years.

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## SECURITY

24 hour security begins at 4 p.m. on Friday, August 25. Our security officers are here to protect you and your merchandise. To assist their efforts, please refrain from asking their assistance about non-security related matters. Contact the assigned staff or crew member noted in your vendor packet. Do not enter any other vendor booths or food concession areas after hours.

## SET-UP / BREAKDOWN / HOURS

The rental of vendor space is for all 8 days of the Hampton Classic. You must arrive on Friday, August 23 or Saturday, August 24 to set-up your space (or earlier if pre-arranged). If you have been cleared to open by the health department, you may be open for business on Friday and Saturday as there will be riders, vendors and staff on the show grounds. Equipment, trailers or trucks are positioned by our event manager upon arrival and must remain in place until 7 p.m. on Sunday, September 1, unless other plans have been prearranged. Tent breakdown begins at approximately 6 p.m. on Sunday, September 1. All items must be removed from your area by 7:00 p.m., Monday, September 2. Unless otherwise agreed in writing, concessions are to be manned every day of the show from approximately 11 a.m. until 5 p.m. (earlier if you have breakfast items/ later with approval for vendors not located in the Boutique Garden). No one may be in the Boutique Garden after 6 p.m. during the week of the show.

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## SHARING / SUBLETTING

Sharing or subletting concession space without permission is prohibited and may result in a denial of vendor privileges in subsequent years.

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## SIGNAGE

All banners, signs, and menu displays must be pre-approved.

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## STRAWS, STYROFOAM & LATEX COMPLIANCE

Local and state laws prohibit the use of any styrofoam, single use straws or stirrers or latex. Details will be included upon acceptance.

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## SPONSOR LOGOS / LIMITATIONS

All vendors must comply with all food and beverage product exclusivity agreements between Hampton Classic and its sponsors. You may not display or distribute any item or signage bearing a corporate name or logo other than your own logo, the Hampton Classic logo or logos of Hampton Classic sponsors. This restriction includes apparel worn by your staff, caps, cups, napkins, or umbrellas.

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## VENDOR CREDENTIALS & PARKING

You will be given two vendor passes. They will be used to show security in order to enter your concession. There is no charge for parking. Two parking passes for you and your staff as well as three additional week passes will be included in your vendor packet. Please park your vehicles in the farthest point of the parking area since vendors are normally the first ones in and the last ones out.

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## WEATHER PROCEDURES

In the event of bad weather, the competition will go on unless there is lightning or extreme conditions. Vendors are expected to stay open as long as the competition goes on. No refunds will be provided due to inclement weather or other occurrences beyond the control of the Hampton Classic.

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## WI-FI

Wireless access is available as a courtesy and may be used for credit card transactions. To avoid service interrupt during high traffic periods please do not use the wifi for streaming or share with customers. Please make sure all firewall software is up to date. WiFi passwords will be provided at check-in during set-up.