

# HAMPTON CLASSIC VENDOR GUIDELINES - AUGUST 25 - SEPTEMBER 1, 2024





## BOOTH APPEARANCE

We encourage vendors to make their space as attractive and inviting as possible. All furniture, display cases, seating, wall coverings or decorative elements are the responsibility of the vendor. Do not plan to extend past the footprint of your booth by bringing extra shelving, racks, signage etc. Walls or display that is taller than the walls provided must be clean and presentable on the back side. Be respectful of your neighbors' space.

Display of product outside of the tent may be acceptable upon prior approval by the Hampton Classic. Approval is required before hanging anything from tent frames.

## BOOTH SIZES

Since actual measurements of the tents are metric, booth sizes are approximate. The Hampton Classic rents the tents each year. Tent heights are subject to change. Please do not design any installations taller than 7'.

**Boutique Garden/Boutique Court:** Booth sizes start at 12' x 12'. Booths can be increased in width by 4' increments. All tents in the Boutique Garden/Boutique Court are 20' deep - 12' utilized for booth space and 8' for a walkway for customers to visit each booth protected from the elements. Booth walls are created with 6'-9" slatted wood.

**Stable Row:** Booth sizes are 15' wide x 15' deep. Since these tents are different, they can only be rented as a single or a double booth of 30' wide x 15' deep. Booth walls are created with 6' stockade fencing.

## CANCELLATION POLICY

Upon acceptance, vendors will have until June 1st to decline the booth space. Cancellations between June 2 - June 30 will result in forfeiture of the 50% deposit. Cancellations after July 1, will result in the vendor being responsible for the entire booth fee. Late cancellations could also impact future acceptance.

## DOGS / SERVICE ANIMALS

No dogs are allowed in the Boutique Garden, including booths, at any time. Please refrain from bringing your pet(s) while working at the Hampton Classic. This includes set-up and breakdown days.

## DOGS / SERVICE ANIMALS continued

**Service Animals:** As defined by the ADA, service animals are working animals, not pets. The work or task an animal has been trained to provide must be directly related to the person's disability. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

## ELECTRIC / LIGHTING

Rental fees for tented booths include a 20 amp outlet. The vendors tents have a string of bulbs running from end to end. Additional lighting may be brought in subject to approval.

## FINDING A PLACE TO STAY

Finding accommodations close to the showgrounds can be challenging as the summer approaches. We have an accommodations section on our website, [www.hamptonclassic.com](http://www.hamptonclassic.com), where local homeowners and inn keepers advertise their rentals for the season. The nearest "chain" hotel is in Riverhead, approximately 40-50 minutes away.

## FLOORING

Flooring (3/4" plywood) can be rented at an additional charge. If you do not choose to rent flooring, the booth floor is grass. Requests for flooring must be made in advance. Prices will double on flooring orders placed after August 1st. Requests for flooring on or after August 14th, will be three times the original fee.

## HOURS OF OPERATION

The rental of booth space is for 8 days. Booths are to be manned every day of the show. Tents are made up of shared space. If your booth is not manned, your merchandise is unattended and open to the public.

Business hours on Opening Day Sunday through Grand Prix Sunday from 9 a.m. until 5 p.m. You are allowed entrance to your booth beginning at 8 a.m. each day. No one will be allowed in the shopping areas after 6 p.m. 24 hr. security begins on Friday 8/23 at 4:00 p.m.

**Extended Hours:** On days that competition runs late, we may extend shopping hours by 1/2 - 1 hour. This will be determined on a day-by-day basis.

## FOOD & BEVERAGES

According to Suffolk County Department of Health, serving of food or beverages in open containers is not allowed without a permit. Any catering must be arranged through our official caterer, Robbins Wolfe Eventeurs. No alcohol may be brought onto the grounds by anyone other than Robbins Wolfe Eventeurs. In addition, no food or beverage may be provided, if they are in conflict with an exclusive sponsorship agreement. Contact us with any questions.

## MANDATORY PAPERWORK

All vendors are required to provide the following paperwork (accepted vendors will be advised of deadlines):

- 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." You will not be allowed to set-up without proper insurance on file.
- Worker's Compensation & Employer's Liability to cover any employees working in your booth.
- After hours and on-site (during the show) contact information

## PAINTING / COVERING WALLS & FLOORS

You may not paint the walls or plywood flooring provided by the show. Coverings may be stapled, nailed or screwed to walls but must be removed during breakdown. Fees will apply for coverings not removed at the end of the show.

## PEST CONTROL

The horse show is an outdoor venue. Although we do our best to create a customer friendly environment, we cannot control natural occurring pests (bees, wasps, ants, etc.) from invading booth spaces. Vendors may need to supply their own pest control (ie: sprays) if there are any issues.

## REPRESENTING THE HAMPTON CLASSIC

Vendors must represent the Hampton Classic in a courteous and professional manner. Orders taken at the show resulting in future shipments to customers must be fulfilled. Communication by customers after the show by phone and/or email should be responded to in a reasonable timeframe. If the Hampton Classic receives complaints about a vendor, it may result in a denial of the vendor application in subsequent years.

## SECURING YOUR BOOTH OVERNIGHT

The vendor tents are closed and secured each night. It is suggested Boutique Garden/Court vendors bring a cover/tarp with clamps to close off the front of the booth space for added security.

## SECURITY ISSUES

Our security officers are here to protect you and your merchandise. To assist their efforts, please refrain from being in your booth after hours on set-up days and on show days. Please note that the security officers are an outside entity and should not be asked for assistance regarding your booth or the logistics of the horse show. Designated staff will be available for those matters. Also, please do not take items from the showgrounds (property of the Hampton Classic) or enter any other vendor booths or food concession areas after hours.

## SETUP AND BREAKDOWN

NO VEHICLES are allowed in the Boutique Garden at any time. Booth set-up is on Friday, August 23 & Saturday, August 24 from 7:00 a.m. - 7:00 p.m. Please bring your own tools, brooms, hand trucks, decor, table covers, folding chairs, etc. You will have the opportunity to unload any merchandise by pulling up behind the tents (where available) around 7 a.m. each morning and must be complete by 8 a.m. Please then park your vehicles in the farthest point of the parking area as soon as possible as the show will have started and spectators are arriving.

Tent breakdown begins at approximately 5:00 pm on Sunday, September 1st. All items must be removed from your booth area by 12:00 noon on Labor Day, Monday, September 2nd. (see Shipments/Packages)

## SELF PROMOTION / SIGNAGE

A 4'x1' sign with your company name will be provided and hung from the tent eaves. Each vendor will be listed in the 2024 Official Show Program and on [www.hamptonclassic.com](http://www.hamptonclassic.com).

Please refrain from displaying signs or leaving brochures or other sales materials around the grounds, including but not limited to the VIP Tents, show office, in-gates and office bulletin boards without permission. Items found will be discarded. Any merchandise that is displayed outside your booth or in the garden area must be approved beforehand and may be subject to additional fees. Paperwork outlining this policy will be included upon acceptance. Please contact us with advertising and sponsorship inquiries.

## SHARING / SUBLETTING / TRUNK SHOWS

While sharing may be permissible, each vendor must fill out their own application. The committee will then take each vendor into consideration. Sharing or subletting booth space or conducting a trunk show without permission is prohibited and could result in a denial of vendor privileges in subsequent years.

## SHIPMENTS / PACKAGES

Please do not ship anything to the showgrounds prior to August 23rd. We do not have a storage area. Any boxes arriving early will be left in your booth space unattended. Only ship using UPS or Fedex. Do NOT use US Postal Service, USPS does not deliver to the showgrounds. All packages must be labeled:

Your Company Name  
c/o Hampton Classic Horse Show  
240 Snake Hollow Road  
Bridgehampton, NY 11932

For packages being sent out after the show, please arrange to have labels and forms prepared ahead of time. Vendors must schedule their own pick-up of packages.

## SMOKING

Smoking is prohibited by law under any tented area. Please make sure you, your staff, and your customers do not smoke in your booth.

## STAKING

Please refrain from staking any signs / racks etc. into the ground in the Boutique Garden/Boutique Court or on Stable Row due to electric, phone and water lines running beneath the grounds.

## TABLE RENTALS

6' or 8' rectangular tables and 6' round tables are available for rent. If you rent tables from us, a crew member will bring your table(s) after you have checked in. On set-up days (Friday or Saturday), please check in with our vendor coordinator who will radio to have your tables brought over at that time. We do not rent chairs. Please do not take tables and/or chairs from other areas. Additional fees will apply for tables ordered after August 1st.

## VENDOR CREDENTIALS & PARKING

When you check in on set-up days, you will receive your vendor packet. Packets will not be mailed.

In your vendor packet you will receive two vendor passes for early entry (7:00 am) to your booth and to stay after hours (between 5-6 pm).

There is no charge for parking. Two hangtag parking passes for you and your staff as well as three additional carload week passes will be in your vendor packet.

## 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. Tents are weather resistant. Please bring necessary coverings for your merchandise.

## 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.

