

UTAH 4-H

STATE HORSE SHOW

UtahStateUniversity.

VENDOR GUIDELINES

STATEMENT OF PURPOSE

The Utah 4-H Horse Program is designed for youth with an interest in learning about the intricacies and joys of raising and riding horses. They are given a safe place to learn, develop leadership, citizenship, self-esteem, social, and horsemanship skills. The 4-H Horse Program includes activities for youth who own or have access to a horse, as well as horseless-horse activities.

The Utah 4-H State Horse Show is an opportunity for youth who have been involved in English, Western, or Green-horse projects to showcase the skills they have learned throughout the year. For some of the shows, youth must qualify for the show in their respective counties first, while some of the competitions are open-enrollment. Youth come from around the state to make new friends and compete in a friendly atmosphere. Throughout the week, more than 350 horses and riders will be at the show.

TIME AND LOCATION

The Show begins Wednesday, September 25th and goes through Saturday, September 28th. The show will begin at 2 p.m. Wednesday, and 8:00 a.m. the other days with the events and approximate number of participants listed below:

Wednesday: Eventing Show with approximately 40 youth exhibitors

Thursday: Green-horse / Two-Handed with approximately 70 youth exhibitors

Friday & Saturday: Western Show with approximately 300 youth exhibitors.

Please view the vendor map for booth spaces and be sure to put your first, second, and third preferred spaces on the application.

Wednesday will only have OUTDOOR booths available.

ACCEPTANCE

Vendors will be accepted as space allows and on a first-come first-serve basis. Vendors will be limited according to type of product and service being offered.

All vendors, who apply and are not accepted at this time, will be kept on our waiting list.

GUIDELINES

Vendors are expected to bring their own tables, chairs, and coverings. The facility is NOT locked up at night although we do have security on premise. Vendors are the sole party responsible for their property and should make accommodations for leaving it over night.

The application will include a box saying that you agree to abide by the same code of conduct that we require of our youth participants and adult volunteers. That code is:

- Have positive character and behavior
- Follow guidelines and rules
- Be respectful of the safety of others
- Dress appropriately, use appropriate language, and respect the rights of others
- Be respectful of property
- Do not behave recklessly, assault, threaten or harm another person

Who can sell at the market?

-All products including arts & crafts, clothing, tack, equipment, and other supplies will be accepted.

Prohibited Items:

- Garage sale and flea-market type items
- Food or beverage products of any kind
- Products that are contrary to positive youth development

VENDOR FEES

Booths are \$50 per day and payment is due with application to hold your spot. This fee is non-refundable! Vendors should consider purchasing an additional booth space if they feel they will need it. There is no guarantee that there will be additional space to expand at the event. Booth specifics are listed below.

SELLING SPACE

One booth is approximately a 10 x 10 square and will fit a standard portable table and chairs easily. There is a little flexibility, but booths that are crowding other vendors may be asked to adjust, move, or buy an additional space. Vendors will need to provide their own table(s), chairs, and other supplies. There is limited access to power, so come prepared to have no electrical outlet.

WASTE

We are guests at this facility and ask that our vendors and show patrons be courteous and pick up after themselves. There are garbage bins throughout the facility for trash, but other messes should also be cleaned up quickly. Areas should be kept clean and tidy. It's also imperative that we do not bring in outside food and drink.

LICENSES,INSURANCE,PERMITS:

Vendors are required to obtain and provide all applicable insurance, licenses and permits.

INDEMNIFICATION:

Vendors assume full liability for the products they sell and agree to hold Utah State University harmless from and against any claim of injury, or damage by any buyer, vendor, or other persons, resulting from the use, consumption, disposition, display, or marketing of vendors' products. Utah State University is not liable for any injury, theft, or damage to either the buyer or vendor (or their property), arising out of or pertaining to preparation for or participation. Vendors further agree to indemnify and hold Utah State University harmless from and against any claims for such injury, theft or damage.

PARKING

Vendors are asked to park in the parking lots labeled Event Parking to the North and West of the arena. RV for over-night stays is available and arrangements should be made directly with Golden Spike Event Center at 801-399-8798



GSEC Vendor Rules & Regulations

These rules and regulations define the conduct of the vendor and how the leased spaces are used. The Event Manager or Coordinator reserves the rights to interpret, amend, revise, and delete these rules and regulations as they deem fit and its sole discretion in order to achieve the maximum benefit for GSEC, its patrons, and exhibitors.

State and Local Regulations

- Vendors are responsible to comply with all state and local tax regulations, as well as obtain and comply with all state and local event permits.
- Vendors must comply with all Fire Safety regulations. Vendor must keep traffic aisles 6' wide and not impede entrance to or cover/block any interior doors, fire extinguishers, alarm pulls, employee time clock, or concession areas.
- Vendors must comply with all noise ordinances. Vendor will be responsible for any fines or penalties for violating these ordinances.

Conduct

- Vendors and their employees, agents, and representatives will conduct themselves and their operations in a courteous and friendly manner. Vendors and their employees must not wear or sell any item that in any manner depicts poor taste. Any actions found offensive or obnoxious by the Event Manager or Coordinator will be grounds for immediate termination of booth space and forfeit all Vendor fees.
- Should the actions of any vendor require the cancellation of the vendor agreement during the time of the Event; the Vendor will be required to move everything immediately upon notification to vacate the premises.

Restrictions

- Any gas operated vehicle or equipment **MUST** have less than a quarter tank of fuel **AND** the battery **MUST** be disconnected. **NO PROPANE APPLIANCES OF ANY KIND MAY BE USED IN BUILDINGS.**
- Vehicles parking in the courtyard, driveways, or sidewalks will be allowed for load in and load out hours **ONLY! ALL VEHICLES** must be removed from courtyard, driveways, and sidewalks at least **ONE HOUR** prior to doors opening for the event. (Any violations will be assessed a \$100 fee per violation)
- In no instance shall anything (signs, chairs, merchandise, personnel, etc.) extend forward of the allotted booth space. Vendors must confine all transactions to this leased space and shall not solicit prospective customers in any other location on the fairgrounds except within their booth space.
- Outdoor vendors are allowed in GSEC approved areas **ONLY!** No vehicles will be allowed except for set up and tear down. All trailers must be disconnected from towing vehicle, unless receiving special permission from Event Manager or Coordinator.
- Storage trailers and Vendor vehicles must park in designated area as identified by the Event Manager or Coordinator (areas will be identified on an event by event basis).
- Outdoor vendors will not block more than half the width of any driveway or sidewalk or block any intersections of driveways or sidewalks.
- Vendor **AGREES** to adhere to set up and tear down requirements as outlined in their Vendor Agreement.

- No exhibit space is allowed to be shared or sublet.
- No markings on the tables. Tables must be left clean and free of tape, signs, and coverings. Gaffers tape **IS THE ONLY** tape allowed on the Rec Hall floor. It is available for purchase in the GSEC Box Office.

Responsibilities

- Vendors are responsible to replace or repair any damages to GSEC equipment, floors, walls, etc. caused by vendor.
- Vendors using the courtyard or grass areas are responsible to replace or repair any damages to lawn sprinkler system and electrical boxes caused by vendor.
- GSEC will not accept any merchandise or product shipped to Vendor at the Event Center prior to event without prior approval of Event Manager or Coordinator. GSEC will not be responsible for any lost or damaged merchandise received on behalf of the Vendor.
- GSEC is not responsible for Vendor's merchandise left following scheduled event load out time.
- GSEC is not responsible for Vendor's merchandise left unattended before, during, or after the event.

Regulations

- Vendors **WILL NOT** tear down prior to end or close of event without prior consent of Event Manager or Coordinator.
- Vendors must clean up decorations, cartons, and large pieces of debris from booth space before vacating premises using trash receptacles provided. If Vendor fails to do so, the County shall perform such clean up and Vendor will be charged for personnel and related expenses associated with clean up.
- RV space may be available for event. Current rates will apply and must be paid in the Business Office prior to parking vehicle.
- Vendor must comply with GSEC Food and Beverage policy as follows:

GSEC allows no outside food or beverage to be brought into any event. This is clearly posted at all facility entrances. Concession stands are available during events. (Set up days before event days are excluded and concession stands are not available)

Medical conditions which require special food needs that can't be met with concession stand food will be reviewed on a case by case basis. Please see Event Manager or Coordinator for further information.

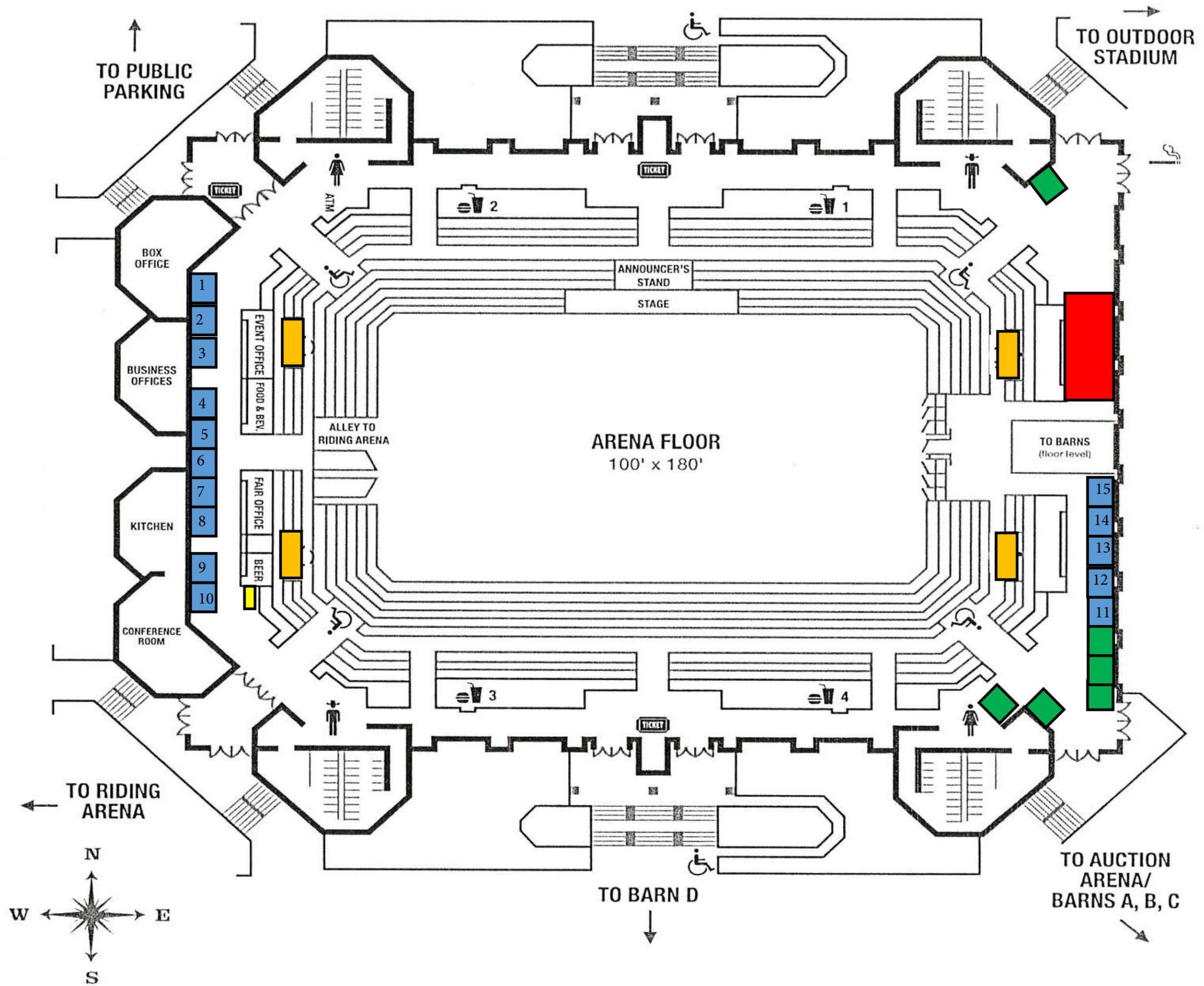
If a vendor chooses to give away candy in vendor space, candy must be individually wrapped AND can be no larger than 2oz. If food is unwrapped and being sampled, Vendor must adhere to local Food Handler rules/regulations.

Electricity

- GSEC does not assume responsibility or liability for electrical failures of any kind on the grounds.
- Please be aware that lighting is not provided with any vendor space.
- All electrical cords **MUST** be covered or secured to floor to prevent tripping. **NO EXCEPTIONS** will be made.

Prize Drawings

- Plans for free prizes or drawings must be reviewed by the Event Manager or Coordinator ahead of time. Vendors cannot offer discount vacations, free vacations, free trips, or drawings for vacations of any kind without special written approval from the Event Manager or Coordinator. If Vendor is found to be offering aforementioned services, they will be asked to leave immediately with no vendor booth refund.





801-399-8798
goldenspikeeventcenter.com

RACE TRACK

OUTDOOR STADIUM

GRANDSTAND

EXHIBIT HALL

STAGE

EVENT PARKING

RECREATION HALL

STAGE

GOLDEN SPIKE ARENA

BOX OFFICE

ALLEYWAY

RIDING ARENA

WARM-UP ARENA

RV PARKING

BARN A

MAINT. SHOP

BARN B

BARN C

AUCTION ARENA

OPEN BARN

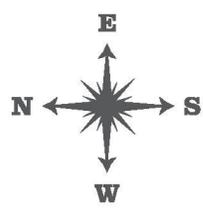
TRAILER PARKING

RV PARKING

FAIR SHED

BARN D

TRAILER PARKING



OVERFLOW PARKING

Outdoor Vendors

Outdoor vendors must leave the required egress on cement areas. Violators will be asked to move to accommodate access requirements.

1200 WEST STREET

UTAH 4-H

STATE HORSE SHOW

Golden Spike Event Center, Ogden UT
Wednesday, September 25th through Saturday, September 28th

Vendor Application Form

The Utah 4-H Horse Program is designed for youth with an interest in learning about the intricacies and joys of raising and riding horses. They are given a safe place to learn, develop leadership, citizenship, self-esteem, social, and horsemanship skills. The 4-H Horse Program includes activities for youth who own or have access to a horse, as well as horseless-horse activities. Participating in the Utah 4-H State Horse Show as a vendor is beneficial for all parties, as vendor booth fees will go directly back to the 4-H horse program, and youth will be able to enjoy a wide variety of vendors. [Applications must be emailed to jessie.hadfield@usu.edu OR mailed to the State 4-H Office on USU Campus \(address below\).](mailto:jessie.hadfield@usu.edu)

Company Name: _____

Mailing Address: _____

Phone: _____ Email: _____

Fax: _____ Website: _____

Facebook: _____ Twitter: _____

Individual Contact Info:

Name: _____ Title: _____

Email: _____

Phone: _____ Fax: _____

Type of products (please list: _____

Vendor Booth Requests. (If requesting multiple spaces, please specify)

\$50 per day, per booth ___ Wednesday ___ Thursday ___ Friday ___ Saturday

Option 1 _____ Option 2 _____ Option 3 _____

Your application is not complete until payment has been made. Payments can be made by mailing a check to:

Utah 4-H/State Horse Show Vendors
4900 Old Main Hill
Logan UT, 84321
or calling **435-797-4444** during regular business hours

By signing this application, I am verifying that I have read the Vendor Guidelines both for Utah State University Extension and the Golden Spike Event Center (both contained in the Utah 4-H State Horse Show Vendor Booklet)

Vendor Signature _____ Date _____