

## NEW ENGLAND DRESSAGE FALL FESTIVAL 2017

### VENDOR INSTRUCTIONS

February 26, 2017

Fall Festival 2017 will be held at HITS on the Hudson facility in Saugerties NY on Thursday, Friday, Saturday and Sunday, September 21 / 22 / 23 / 24, 2017. We are expecting a full complement of vendors. We will be again using the whole facility. And we will be laying out the Vendors as we did in 2016.

#### **Complimentary VIP Tickets**

We have two complimentary tickets, unreserved seating, for you to enjoy our hospitality in the VIP Pavilion. You can pick them up at the tent entrance.

#### **Vendors in Prime Location**

Vendor location will be reserved first come first serve, only when full payment is received.

The Vendors will be surrounding the Show Office and aside the VIP Pavilion. There will be two Office Trailers in the "Lower Grounds", near the VIP Pavilion and in the middle of the Vendor Area. The Show Secretary and Scorers will be in one Office Trailer. Awards and Show Manager will be in the other. Scores will be posted both on line and in a tent adjacent to the Office Trailers. This will sharply increase competitor traffic for the vendors. See Show Grounds layout on page 2 of this document. Again, due to logistics of running the Regionals, there will be no vendors in the "Upper Grounds" near the buildings of HITS boutiques.

#### **Vendor Night Watch**

Night watch, at show expense, will be in the Vendor Area evening until 7:30 AM, Wednesday, Thursday, Friday, and Saturday nights.

#### **Set Up Before Show Starts Thursday Morning**

The grounds will be open for you to set up any time between Tuesday noon and Wednesday evening. If you ordered a tent from us, it may not be erected until Tuesday evening. Stop in at the Show Manager Office, to get the latest vendor layout. Vehicles can come and go in Vendor Area until show starts on Thursday morning.

#### **Access Hours Thursday, Friday, Saturday, Sunday during Show**

On Thursday, Friday, Saturday and Sunday vehicles in Vendor Area only: before 7:30 AM / After 6:00 PM

On Sunday show will finish around 4:30 and vehicles may access at that time.

#### **Parking During the Show**

Once you unload in the morning you can park in the vendor parking area adjacent to the Vendor Area, but the vehicle will not be able to leave grounds until after 6:00 PM. Or you can park in the VIP / Volunteers / Vendor parking area just south of Ring 1, and you will be able to use your vehicle to come and go during the day.

#### **Devon**

Vendors heading to Devon after NEDA may start packing up Sunday, in order to get on the road and set up there. The Devon management team will allow flexibility in your set up limits.

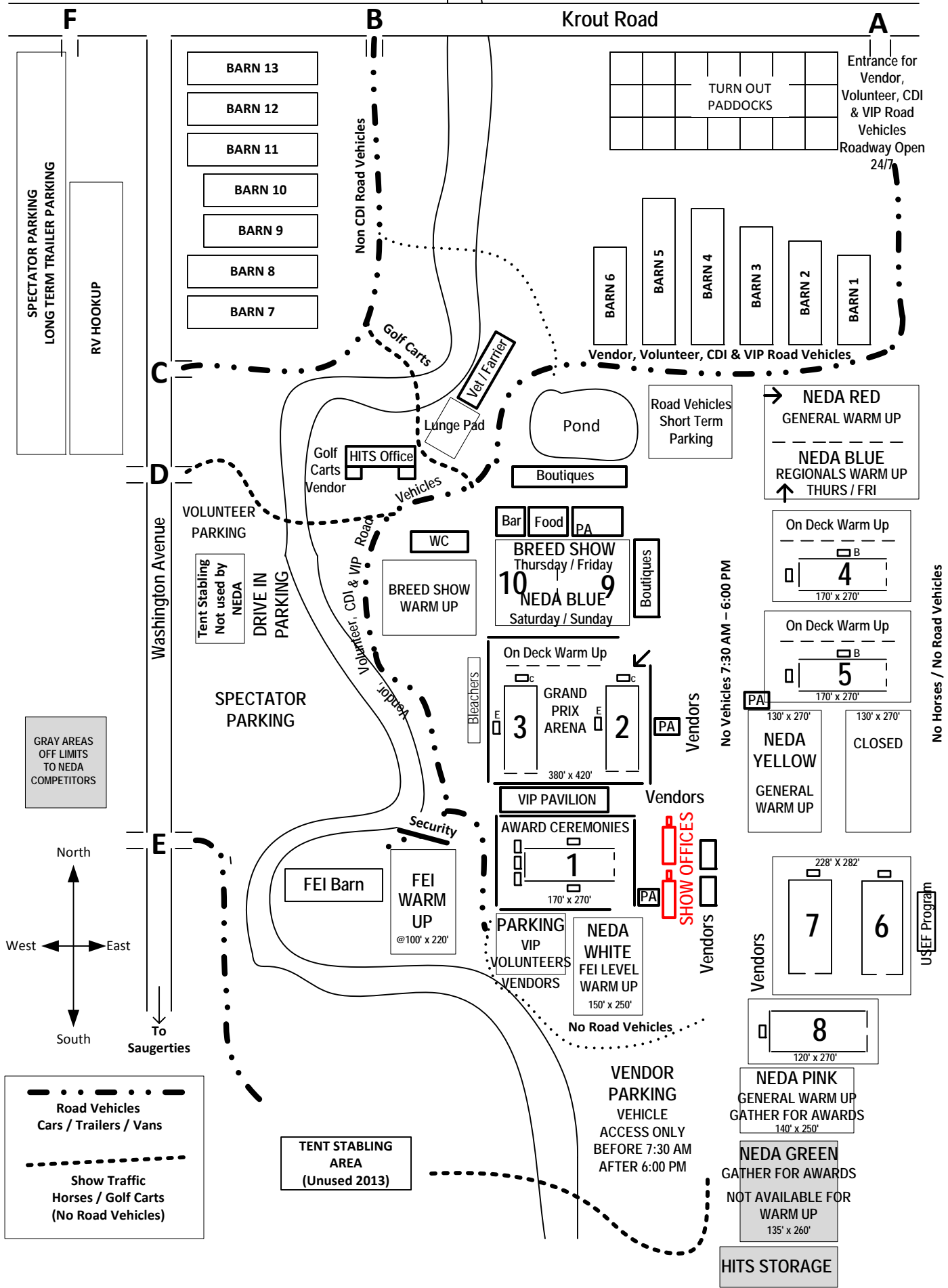
#### **Fees**

Each 10' x 10' space is \$400. Additional fees if we supply a tent for you: \$200 for 10' x 10'; \$275 for 10' x 20' \$350 for 10' x 30'; \$425 for 10' x 40'. Tables and chairs are extra. For larger spots we negotiate discount in exchange for \$50 gift certificates for class prizes and for volunteers.

Thank you for supporting our show!

Beth Jenkins

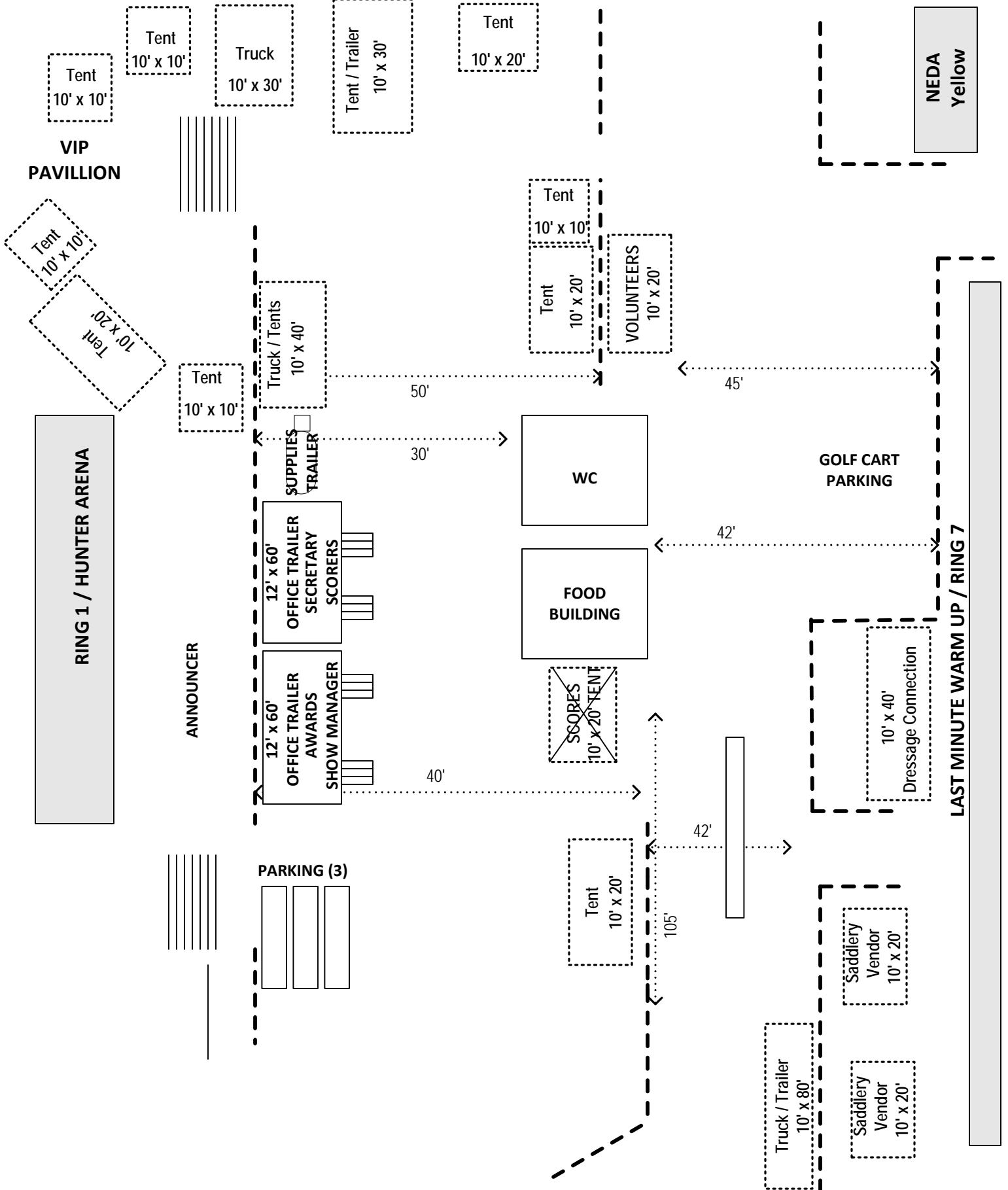
# HITS ON THE HUDSON GROUNDS 2017 LAYOUT



# HITS ON THE HUDSON GROUNDS LAYOUT

February 26, 2017

## NEW ENGLAND DRESSAGE FALL FESTIVAL 2017 VENDORS AT HQ AREA



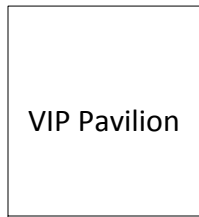
**New England Dressage Association**

**Fall Festival 2017**

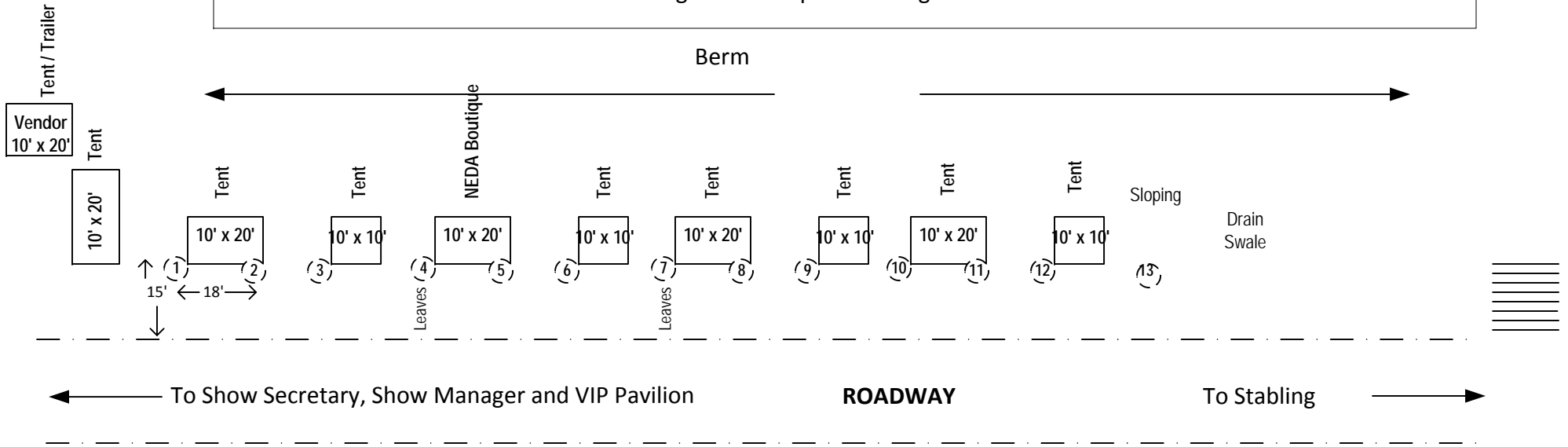
**Tent Vendors Along Roadway**

On grass - Behind fence line

February 26, 2017



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To Show Secretary, Show Manager and VIP Pavilion

**ROADWAY**

To Stabling

