



The Willowdale Steeplechase
2023 VENDOR AGREEMENT

The 2023 Willowdale Steeplechase invites you to become a merchandise/food vendor in the Boutique Vendor Village on Saturday, May 13, 2023. Willowdale features six NSA sanctioned races, Jack Russell races, Pony Races, Hat, Tailgate, Best Dressed Contests and a Kids Alley.

Before you send in your payment, please provide a short description of your merchandise as we would like to avoid duplicate offerings. Send short email to andrea@willowdale.org - Subject: Vendor Application - Products

Yes, I would like to participate as a vendor and will provide a Certificate of Insurance.

I am a Food Vendor and will provide a current Health Certificate in addition to the COI.

Vendor: _____

Authorized Signature: _____ Date: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Website: _____

Phone: (_____) _____ email: _____

**AS A VENDOR OF THE WILLOWDALE STEEPLECHASE
I WILL ABIDE BY RACE DAY RULES & REGULATIONS:
SET UP IS COMPLETED BY 9:30 AM ON RACE DAY,
NO PARKING BY VENDOR TENT, NO TEAR DOWN UNTIL 5 PM,
NO OPEN FLAMES, PLEASE LEAVE VENDOR SPACE AS YOU FOUND IT,
AND I UNDERSTAND THERE IS NO WIFI AVAILABLE.**

\$500 Merchandise Vendor / Premium, Course-Facing Tent – LIMITED AVAILABILITY

\$375 Merchandise Vendor / 10' x 10' Individual tent within The Vendor Village

\$350 Food Vendor, contact Andrea@willowdale.org to discuss your needs or call 610.444.1582

\$15 - I need electricity

Payment in full has to be received by April 10, 2023 to be included in program.

Please email this form to office@willowdale.org.

Please pay for your vendor space online using the drop down menu or send check to:

The Willowdale Steeplechase
101 E. Street Road • Kennett Square • PA 19348

For more information, please call 610-444-1582
or email office@willowdale.org.

The Willowdale Steeplechase • 101 E. Street Road • Kennett Square • PA 19348



2023 VENDOR DETAILS & REGULATIONS

\$500 MERCHANDISE VENDOR / PREMIUM LOCATION, COURSE-FACING 10' X 10' INDIVIDUAL TENT WITHIN THE VENDOR VILLAGE, LIMITED AVAILABILITY

- 10'x 10' tent with 3 sides in Vendor Village
- One 8' table & two Samsonite Chairs
- One Preferred Parking Pass & Four Exhibitor Passes
- Recognition in the Race Day Program if submitted by April 10th
- Listing on the Willowdale website if submitted by April 10th
- Social Media Posts - info / text to be provided by vendor

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DATES

- April 7th – Applications received by this date are included in the program and on the website.
- April 7th – Deadline to submit COI and Health Certificates
- May 13th – Race Day, **RAIN OR SHINE**

RACE DAY TIMELINE

- 7 am Gates Open for Vendors
- 9:30 am Vendor Set Up Complete
- 10 am Gates Open to Public
- 10:30 am Events Begin with Jack Russell Terrier Races
(Full Race Day Schedule of Events: <https://willowdalesteeplechase.org/race-day-schedule/>)
- 1 pm First of Six Sanctioned Races
- 5 pm Vendors Tear Down Begins
- 5:30 pm Gates Close to Public
- **RAIN OR SHINE EVENT**

INSURANCE / HEALTH CERTIFICATE

IMPORTANT: All vendors are required to provide a Certificate of Insurance naming **The Willowdale Steeplechase** as additionally insured. All food vendors must supply a copy of a current health certificate.

E-Mail to Andrea@willowdale.org

LIMITED SPACE

Vendor space is limited. Selection of vendors is at the discretion of the event.

LIABILITY

The Willowdale Steeplechase is not liable for damages incurred to merchandise, trailers, cars due to weather or any unforeseen circumstances, nor is Willowdale liable for any COVID-related illnesses incurred by attending this RAIN OR SHINE event. You are responsible for your own health and safety.