



**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](mailto: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](mailto:Andrea@willowdale.org) to discuss your needs or call 610.444.1582.

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

Please email this form to [office@willowdale.org](mailto: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](mailto: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

### **\$375 MERCHANDISE VENDOR / 10' X 10' INDIVIDUAL TENT WITHIN THE VENDOR VILLAGE**

- 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

### **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](mailto: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.

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