



# Become a Vendor at Princeton Show Jumping

Thank you for your interest in becoming a vendor at Princeton Show Jumping for our 2021 show season!

## **Vendor Space Pricing**

10' x 10' - \$400

10' x 20' - \$500

Trailer – Varies on size of trailer and specific needs

25% deposit is required after your request has been approved to reserve your space.

Balance due prior to move in at the show.

## **Booth or Site Locations**

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Vendor locations will be assigned in a mutually agreed upon location and on a first come, first served basis and in the most optimal position possible. Trailers will be parked in the best location possible for their needs.

## **Tents**

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No Tents are included in the Vendor Pricing. We will refer you to tent vendors, but the payment and/or installation is assumed by the Vendor.

## **Electricity and Water Availability**

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Electricity and water are on the show grounds. Not all sites have electricity or water, so please specify your needs on the application form. Booth availability is determined on a first come bases, so if you have particular requirements, please submit your request early!

## **Promotion from Princeton Show Jumping**

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We want all of our vendors to receive the most from all our shows! PSJ will promote your business by including a list of upcoming vendors at each show in our emails. In order to be included in these emails, we must receive your Vendor Agreement, Deposit and Certificate of Insurance 30 days prior to the show. We offer additional advertising and sponsorship opportunities to enhance your vendor experience. Please contact PSJSponsorship@yahoo.com if you are interested.

## **Loading/Unloading and Hours of Business**

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Vendors have 1 hour to unload and move their vehicles. All vendors must be unloaded by 7:30 am on horse show days. We encourage our vendors to be open from 8 am until 5 pm or until the last class is finished. Unloading will be permitted at the conclusion of each show day.

## **Want to become a Vendor at PSJ?**

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First fill out the Vendor Request Form in its entirety and submit to [PSJSponsorship@yahoo.com](mailto:PSJSponsorship@yahoo.com). Once your Request Form has been received, you will be contacted about space availability for your requested show week(s). Signed Vendor Agreement, Certificate of Insurance and the 25% deposit are due within 10 days of your space being approved. The Certificate of General Liability Insurance naming Princeton Show Jumping, 246 Burnt Hill Rd., Skillman, NJ 08540 as the additional insured in an amount of no less than \$1 million per occurrence is required. You will not be allowed to move in without this insurance certificate.

## **Questions?**

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Contact Lisa Davis Engel at 908-310-6248 and she will be happy to help!

***Princeton Show Jumping's horse show physical address is 246 Burnt Hill Rd, Skillman, NJ 08558.***

***The mailing address prior to the shows and for all USPS deliveries is 1315 Great Rd, Princeton, NJ 08540.***



# Princeton Show Jumping Vendor Request

Vendor Size Requested:  10' x 10'  10' x 20'  Trailer\*

Show Date(s) Requested: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Name of Authorized Signer: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Website: \_\_\_\_\_

Products/Services to be displayed (including key brands): \_\_\_\_\_

\_\_\_\_\_

Describe Set Up: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Electricity Requirements: AMPS Required: \_\_\_\_\_

Water Requirements: Y/N

\*Trailer Setup: Please list the size of the trailer, which side the door opens on and if the back opens. Include the dimensions of additional set up including furniture, tables, lawn, etc. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_

For PSJ Use Only

Date Request Received: \_\_\_\_\_ Approved Show Dates: \_\_\_\_\_

Received:  Agreement  Approved COI  Deposit  Final Payment