



## 2024 Vendor Contract

All vendors **MUST** complete this form and return it by email or mail with deposit payment.

### Terms and Conditions

- ◆ Vendors **MUST** adhere and comply to the White Hollow Farm Safety Policies. No exceptions.
- ◆ Vendors **MUST**, at their own expense, procure and maintain current policies of insurance as follows:
  - Commercial General Liability:** Vendor will provide Commercial General Liability, Including Bodily Injury and Property Damage Liability in an amount not less than \$1,000,000 combined single limit, per occurrence, and \$2,000,000 aggregate.
  - Automobile Liability:** Vendors who will drive on College property, Automobile Liability in an amount not less than \$1,000,000 per occurrence for bodily injury and property damage, including owned, hired and non-owned vehicle coverage.
  - Addition Insured/Hold Harmless:** Vendor will add Southbound Saratoga Management Group, Saratoga Horse Shows, Skidmore College, and its officers, employees, agents, and volunteers are included as additional insureds (ISO Form CG 2010, 11/85 Edition or equivalent). Insurance is primary as respects to all other Insurance or self-insurance in force.
  - Worker's Compensation/Employers Liability:** Vendor will provide evidence of insurance covering all persons whom the Vendor may employ (Statutory Limits/\$500,000).
- ◆ Vendors, who are required to collect sales tax, must provide a copy of their N.Y.S. sales tax certificate with this contract, **or initial and date if NOT required to collect sales tax.** \_\_\_\_\_  
Initials Date
- ◆ Vendors who bring their own tent must have a 701 Flame Certification label affixed to the tent. Any vendor that does not affix the 701 Flame Certification Label will have their tent removed and be provided a tent at the vendor's expense.
- ◆ Vendors **MUST** have a fire extinguisher easily accessible within their venue.
- ◆ Vendors must staff their own venue, and are to remain open for business all show days from 9am until the end of the show day (approximately 5pm).
- ◆ Vendors must conduct business in a professional, courteous, and ethical manner and without regard to race, religion, national origin, sex, gender, sexual preference, age, disability, veteran status or political affiliation.
- ◆ Vendors must have a spotter while backing up vehicle with trailer.
- ◆ Any personal injury to vendor or third parties or any property damage incurred in the course of this agreement shall be the responsibility of the vendor. Vendor agrees to indemnify, defend, and hold harmless Southbound Saratoga Management Group (SSMG), Skidmore College, Saratoga Horse Shows and its officers, employees, agents, and volunteers against all costs, losses, damages, liabilities, expenses, demands, and judgments, including court costs and attorney's fees, which may arise out of vendor's performance hereunder.
- ◆ Food Vendors must: Have appropriate license or permit to prepare/serve food. Heating equipment must be UL approved, and shall not be located within 18 inches of exits or combustible materials. Ensure proper storage and transportation equipment such as cold boxes/hot boxes with associated temp logs will be used at all times during transportation, delivery and serving of food. Staff venue with at least one individual with ServeSafe® certification. Provide allergen/ingredient listing for all foods and beverages upon request.

Full Legal Name of Vendor Company or Sole Proprietor: \_\_\_\_\_

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

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

Business Phone: (\_\_\_\_) \_\_\_\_\_ Mobile Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**PLEASE MAIL OR EMAIL THIS FORM WITH PAYMENT BY CHECK OR CREDIT CARD TO:**

Saratoga Horse Shows, PO Box 112, Greenfield Center, NY 12833, [saratogahorseshows@gmail.com](mailto:saratogahorseshows@gmail.com)

Products or services offered: \_\_\_\_\_

License or Permit No. (if any) \_\_\_\_\_

\_\_\_\_\_  
Authorized Vendor Signature

\_\_\_\_\_  
Date

May 2 - 5     May 9 - 12     May 16 - 19     June 12 - 16     June 19-23  
 July 10 -14     July 18 - 21     August 8 - 11     August 14 - 18

### Vendor Pricing

Please choose:

\_\_\_\_\_ Single 10' x 10' 4 sided tent  
May : \$400/week      June: \$600/week      July: \$400/week      August: \$400/week

\_\_\_\_\_ Small Trailer Parking Space (Under 15ft long)      Size of Trailer \_\_\_\_\_  
May: \$500/week      June: \$700/week      July: \$500/week      August: \$500/week

\_\_\_\_\_ Large Trailer Parking Space (Over 15ft long)      Size of Trailer \_\_\_\_\_  
May: \$600/week      June: \$800/week.      July: \$600/week      August: \$600/week

\_\_\_\_\_ Electricity (if needed)      Amps Needed \_\_\_\_\_

### Payment

**50% non-refundable deposit is required upon the signing of this contract.**

**Full balance due by:** April 29 for May show    June 7 for June shows    July 8 for July Show    August 5 for August show

To pay by check, please make checks payable to **Saratoga Horse Shows** and mail to:  
PO Bo 112, Greenfield Center, NY 12833

For credit card payments please complete the following information:  Visa     MasterCard     American Express     Discover

\_\_\_\_\_  
Cardholder Name

\_\_\_\_\_  
Card Billing Address (if not the same)

\_\_\_\_\_  
Card Number

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
Cardholder Signature