



## **Equestrian Swap Meet Rules and Terms & Conditions**

### **1. Event Information:**

- **Event Name: 1<sup>st</sup> Annual Equestrian Swap Meet**
- **Date: Sunday June 2, 2024**
- **Location: Indoor Arena, HighPointe Farm and Training Center, 4600 Stone River Dr., La Grange, KY 40031**
- **Hours: 9am – 4pm. Set up from 7am – 8.45am. Tear down no earlier than 3:30pm until 6pm**

### **2. Registration and Fees:**

- **All vendors must register in advance to secure a booth at the swap meet.**
- **Booth fees must be paid in full at the time of registration.**
- **Registration deadline: Friday, May 10, 2024**

### **3. Booth Assignments:**

- **Booth spaces will be assigned by the event organizer based on availability and the type of merchandise being sold.**
- **Booth assignments are final, non-refundable and non-transferable.**

### **4. Setup and Teardown:**

- **Vendors must adhere to designated setup and teardown times provided by the event organizer.**
- **Vendors must set up and dismantle their booths within the specified timeframes to avoid disrupting the event.**

## **5. Merchandise Restrictions:**

- Vendors may only sell equestrian-related merchandise, including but not limited to tack, equipment, apparel, and accessories. No live sales are permitted.**
- Prohibited items include counterfeit goods, weapons, illegal substances, and items deemed inappropriate or unsafe by the event organizer.**

## **6. Booth Display Requirements:**

- Booth displays must be clean, organized, and free of clutter.**
- Vendors are responsible for providing their own tables, chairs, and display materials.**
- Booth displays must not obstruct aisles or neighboring booths.**
- Booths do not have electricity provided.**

## **7. Sales Transactions:**

- Vendors are responsible for conducting sales transactions at their booths.**
- Accepted forms of payment include cash, credit/debit cards, and other electronic payment methods. Vendors are responsible for ensuring that they are able to take electronic payments. No WiFi will be provided**
- Vendors must provide receipts or invoices for all purchases. Please label anything non-refundable "sold as is"**

## **8. Attendance and Behavior:**

- All attendees and vendors must conduct themselves in a respectful and courteous manner.**
- Harassment, discrimination, or disruptive behavior will not be tolerated.**
- The event organizer reserves the right to remove individuals who violate these rules or engage in misconduct.**

## **9. Safety and Security:**

- The safety and security of all participants are paramount.
- Vendors must comply with all safety regulations and guidelines provided by the event organizer.
- Security personnel will be present to ensure a safe and secure environment for everyone.

#### **10. Cleanliness and Waste Management:**

- Vendors are responsible for maintaining clean and tidy booth spaces throughout the event.
- Trash and recycling bins will be provided for vendors and attendees to dispose of waste responsibly.

#### **11. Compliance with Local Regulations:**

- Vendors must comply with all applicable local laws, regulations, and permits governing swap meets or outdoor events.
- The event organizer will obtain necessary permits or licenses as required by local authorities.

#### **12. Agreement and Terms:**

- By participating in the equestrian swap meet, vendors agree to abide by these rules and terms and conditions.
- The event organizer reserves the right to amend or modify these rules as necessary.
- Failure to comply with these rules may result in removal from the event without refund.

#### **13. Contact Information:**

- For questions or further assistance, please contact Rachel Schoenen at (206) 460-2541 or [rachel@highpointellc.com](mailto:rachel@highpointellc.com)