



**2023 AIKEN FALL STEEPLECHASE
VENDOR VILLAGE
SATURDAY, NOVEMBER 18, 2023**

Aiken's signature sporting event returns on **November 18, 2023!** The event is held within the organization's beautiful new event venue located at 2020 Richland Avenue East. We greatly appreciate your patronage and support and look forward to seeing you all at the 30th running of the Aiken Fall Steeplechase!

Setup will take place from 1 PM—6 PM on Friday, November 17th. You **MUST** be set up and in place by 9AM Saturday, November 18th. Security will be provided on Friday night beginning at 6PM. You must have your vendor pass with you in order to gain access to the facility. Racing will go on rain or shine and there will be no refund of vendor fees in case of inclement weather.

Please complete the form below and return with payment by October 1, 2023. Proof of Insurance and Rules & Procedures Agreement paperwork must accompany your Village application for consideration. Applications received after October 1 will not be considered for the Village of Shops. You will be notified as soon as your application is accepted.

NEW: Beginning in Fall 2023 there is a \$100 one-time fee applied to 10x10 and 20x20 vendor tents. This \$100 charge covers the cost of a custom banner for your tent. The banner will remain in the possession of Aiken Steeplechase between events. Vendors may customize their banner artwork.

REQUIRED FOR FOOD VENDORS: The City of Aiken Hospitality Tax Application is only for those businesses engaged in selling prepared food and beverage within the City of Aiken. The Hospitality Tax is a 1% sales tax on all prepared food and beverage that the business collects and remits back to the City of Aiken. If you have any questions please call 803-642-7642 or send an email to licenses@cityofaikensc.gov.

A portion of your purchase is tax-deductible. The Aiken Steeplechase Association is an exempt organization as described in Section 501(c)(3) of the Internal Revenue Code. Consult your tax professional for further information.

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2023 Fall Steeplechase Vendor Application

Make checks payable to: Aiken Steeplechase

Please choose:

- \$250 Food Vendor Fee: Includes 2 vendor passes and 2 parking passes
- \$600 Vendor Fee: Includes a 10 x 10 tent, business signage, 2 parking passes, and 4 vendor passes.
- \$750 Vendor Fee: Includes a 20 x 20 tent, business signage, 3 parking passes, and 6 vendor passes.
- \$35 for each additional Vendor Pass and Vendor Parking Pass. ___ Extra Parking ___ Extra Passes

Business Name _____ Contact Person _____

Address _____ City _____ State _____ Zip _____

Phone _____ E-mail (required) _____

Type of Merchandise or Food _____

Aiken Steeplechase Village Rules & Procedures

How to Apply

- ◆ Prior to the deadline please mail your completed application, proof of insurance, and vendor fee to: Aiken Steeplechase Association P.O. Box 360 Aiken, SC 29802. Only complete applications will be considered. Vendors will be notified of their acceptance within 10 days following the receipt of the application. Insurance policies of the Aiken Steeplechase Association (ASA), requires all vendors who participate provide proof of insurance to each event as well as list the ASA as an additional insure on the insurance policy. Proof of Insurance & Rules & Procedures Agreement paperwork must accompany your Village application for consideration. Insurance should name the *Aiken Steeplechase Association* as the additional insured at a minimum of \$1,000,000 coverage.

First-Time Applicants

- ◆ First-time vendors must submit a photograph or detailed description of their merchandise with their application. The Village organizers reserve the right to reject a vendor's application if they deem the merchandise to be inappropriate for the Village. Vendors who misrepresent their merchandise may be asked to remove it and will not be allowed to participate in future Villages. If you intended to ask another business to share space in a tent, this vendor must be included on the initial application and approved by the committee in order to participate.

Acceptance Process

- ◆ Spaces are given to vendors who participated in previous Villages. New vendors will be accommodated on a first come, first served basis. If the Village is filled and vendors still wish to apply, they will be placed on a waiting list and invited to join the Village as spaces become available. Every effort will be made to put at least one tent between vendors who display similar merchandise.

Setup

- ◆ Setup begins at 1 PM on Friday, November 17. Security will be provided on Friday night beginning at 6 PM. Gates will open at 8 AM on Saturday, November 18. No vehicles will be allowed to exit the infield or the Village after 8AM, traffic is one-way only. Vendors will not be able to leave the Village area until after the final race of the day. When you depart, please exit through the same gate that you came in upon arrival.

Trademark & Copyright Infringement

- ◆ Vendors are not permitted to sell any merchandise that violates trademarks or copyrights. Vendors displaying such merchandise will be asked to leave immediately and will forfeit the vendor fee. No vendor is permitted to sell merchandise with the Aiken Steeplechase logo or the words "Aiken Steeplechase" without the express prior written permission of the Aiken Steeplechase Association. A copy of this written document must accompany the vendor application.

Inclement Weather

- ◆ The Aiken Steeplechase is an outdoor event. The event will be held rain or shine and there will be no refund of vendor fees in the case of inclement weather.

Water & Electricity

- ◆ Vendors must supply their own extension cords and their units must be properly grounded in order to plug into the electrical outlets and power panel provided. Potable water is not available.

I understand that failure to follow these rules and procedures could result in loss of participation in future Villages and ASA events.

Vendor

Vendor or Business's Representative

Date