



## 2024 VENDOR AGREEMENT

The 2024 Willowdale Steeplechase invites you to become a merchandise/food vendor in the Boutique Vendor Village on Saturday, May 11, 2024. 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 [office@willowdale.org](mailto:office@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 [office@willowdale.org](mailto:office@willowdale.org) to discuss your needs or call 610.444.1582

\$15 - I need electricity

Payment in full has to be received by April 10, 2024 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**



## 2024 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 - content & images 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 - content & images to be provided by vendor

### **DATES**

- April 10th – Applications received by this date are included in the program and on the website.
- April 10th – Deadline to submit COI and Health Certificates
- May 11th – 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 at [willowdalesteeplechase.org](http://willowdalesteeplechase.org))
- 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 Certificate Holder, 101 East Street Rd, Kennett Square, PA 19348 and name additional insured - sample enclosed. All food vendors must supply a copy of a current health certificate. E-Mail to [office@willowdale.org](mailto:office@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.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/18/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certification does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  Agency	CONTACT NAME: Agency Contact Info	
	PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS:	
INSURED  Vendor name and address	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Carrier 1	12345
	INSURER B: Carrier 2	54321
	INSURER C:	
	INSURER D:	
	INSURER E:	

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		Policy Number	01/01/2022	01/01/2023	EACH OCCURRENCE \$ 1,000,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000.00 MED EXP (Any one person) \$ 5,000.00 PERSONAL & ADV INJURY \$ 1,000,000.00 GENERAL AGGREGATE \$ 2,000,000.00 PRODUCTS - COMP/OP AGG \$ 2,000,000.00
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		Policy Number	01/01/2022	01/01/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000.00 E.L. DISEASE - EA EMPLOYEE \$ 100,000.00 E.L. DISEASE - POLICY LIMIT \$ 500,000.00

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The following are listed as additional insureds as required by written contract or agreement:

- The Willowdale Steeplechase 101 E Street Rd Kennett Square, PA 19348
- W.B. Dixon Stroud, Jr. 105 E Street Rd Kennett Square, PA 19348
- Landhope Investors 105 E Street Rd Kennett Square, PA 19348
- East Marlborough Township 721 Unionville Rd Kennett Square, PA 19348
- National Steeplechase Association 400 Fairhill Drive Elkton, MD 21921

<b>CERTIFICATE HOLDER</b>  The Willowdale Steeplechase 101 E. Street Rd. Kennett Square, PA 19348	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE