March 2023

To Whom It May Concern:

We are accepting applications for food concession vendors for the 2023 Hampton Classic (August 27 – September 3). The Hampton Classic takes place on approximately 60 acres of property, more than 1,600 horses are exhibited, and attracts between 40-50,000 people throughout the week.

Food concession vendors are selected by a committee decision. We try to maintain a variety of breakfast and lunch items as well as desserts. If you are interested in joining us this year, we may have availability in our main food area for 10’ x 10’ tents. There are also food truck/tented spots in other areas around the show grounds. If accepted, the Hampton Classic will determine and assign the location for your concession.

It is required that your concession be open all eight days of the show and food trucks must remain in their assigned spot for the week (unless otherwise agreed upon). The Suffolk County Health Department and potentially town fire inspectors will inspect all food concessions before the show begins. If you have been cleared to open, you may also be open for business Friday, 8/25 and Saturday 8/26 as there will be riders, vendors and staff on the showgrounds.

Please return the enclosed application, filled out completely; along with a detailed description of your menu items (menus and pictures of your setup at other shows are helpful). Note: you may be asked to limit certain menu items, depending on what other concessions are booked, to keep conflicts at a minimum.

Your deposit MUST be received by our office no later than 5/1/2023. If you are accepted, this will be treated as a non-refundable deposit and applied to the total amount due. Deposits will be processed after you have been notified of your acceptance (early June) to be a food vendor. The balance due is payable no later than August 1, 2023. Please know that failure to pay in full by August 1 or failure to provide all required Suffolk County Health Department permits, proof of insurance, and/or NYS Sales Tax Certificate of Authority will result in cancellation of your space and forfeiture of your payment.

Best regards,

Bryan L. Cohen
Special Projects Coordinator
THE HAMPTON CLASSIC
FOOD VENDOR APPLICATION
August 27 - September 3, 2023

☐ 10’x10’ booth (you are providing tent) .............. $2,250
☐ 10’x10’ booth (we will provide tent) .............. $2,500
☐ Food Truck/Trailer Space (up to 15’ long) .............. $2,250
☐ Food Truck/Trailer Space (over 15’ long) .............. $2,500

Dimensions (W x L x D) ______________________________

Total Amount Due $ ______

50% Deposit Enclosed $ ______

BALANCE DUE (8/1) $ ______

☐ I would like to discuss additional electricity needs.
ex: for refrigeration, cooking methods

Please note: A deposit of 50% MUST be received by our office no later than 5/1/2023. If your application is accepted, this will be processed and treated as a non-refundable deposit and applied to the total amount due. Cancellations after July 1st will result in forfeiture of the complete fee. The balance due is payable no later than August 1, 2023. Failure to pay in full by August 1, 2023 will result in a 5% late fee on the total amount due. Failure to provide all required proof of insurance and/or NYS Sales Tax Certificate of Authority may result in cancellation of your booth space and forfeiture of your payment.

☐ Check Enclosed  ☐ Charge my card if accepted and keep my card on file to pay the balance & any outstanding fees.

Visa/MC/Amex # ____________________________
Exp. Date ____________ CCV # ____________

Company Name ____________________________ Contact Person ____________________________
Address __________________________________________
________________________________________
________________________________________
Telephone ____________________________ Email ____________________________
Website ____________________________ Instagram Handle ____________________________

By signing this application I understand that, if my application is accepted, I will be mailed a contract which must be signed and returned no later than July 1st.

Signature ____________________________

I agree to the following:
- To abide by the guidelines enclosed
- Have my concession open for business during required hours (including Monday 8/28)
- Provide the balance due by August 1st
- Provide the mandatory paperwork by August 1st (Information in greater detail will be sent along with the acceptance letters)

Please return no later than May 1 to:
Hampton Classic, P.O. Box 3013, 240 Snake Hollow Road, Bridgehampton, NY 11932. Phone: 631-537-3177
vendors@hamptonclassic.com
THE HAMPTON CLASSIC
FOOD VENDOR APPLICATION
August 27 - September 3, 2023

Please describe below the items that you plan to sell in your food concession. Please be as detailed as possible.

Note: During the review process, you may be asked to revise certain menu items to maintain a good variety of food options.

Method(s) of Cooking: __________________________________________________________

Menu Items:

1. __________________________________________________________

2. __________________________________________________________

3. __________________________________________________________

4. __________________________________________________________

5. __________________________________________________________

6. __________________________________________________________

7. __________________________________________________________

8. __________________________________________________________

9. __________________________________________________________

10. __________________________________________________________
HAMPTON CLASSIC HORSE SHOW
FOOD CONCESSION VENDOR INFORMATION

APPLICATION · GUIDELINES · POLICIES

AUGUST 27 - SEPTEMBER 3, 2023
ASSISTANCE - PRODUCT DELIVERY
Deliveries should be made no more than one time per day. A point person from our crew and a point person from our office staff will be given in your vendor information packet. These contacts will be available to assist you regarding ice accounts, product delivery, or any issues. Please refrain from contacting more than one staff or crew member regarding the same issue.

BEES AND ANTS
Vendors are responsible for controlling occurrences of bees and/or ants in their food concession space(s).

CANCELLATION POLICY
Upon acceptance, vendors will have until July 1st to decline the food concession space. Cancellations after July 1st will result in your responsibility for the entire fee. Late cancellations could also impact future acceptance.

ELECTRICAL REQUIREMENTS
An outlet with electrical service will be provided. Please indicate any specific electrical needs on your application.

FIRE EXTINGUISHERS / SUPRESSION
Must comply with county and town requirements.

Mandatory Paperwork
All vendors are required to provide the following paperwork upon acceptance:
- A certificate of authority to collect NYS Sales Tax
- A certificate of insurance showing a minimum combined general aggregate liability limit of one million dollars naming Hampton Classic Horse Show, Inc. as specifically designated “additional insured”
- Worker’s Compensation & Employer’s Liability to cover any employees that will be working at your booth
- All necessary licensing required by any governmental agencies in order to operate a food concession at the Hampton Classic including but not limited to a Suffolk County Board of Health Permit and inspection and/or permit by the Bridgehampton Fire Department.

PROVIDED BY THE HAMPTON CLASSIC
For tented vendors, the Hampton Classic will provide plywood flooring, tenting (if requested), stockade fencing (at its discretion) in food service and preparation areas, a shared, three-compartment sink in the main food area, and hot water heater of suitable size to supply a dish washing facility that will meet the Board of Health requirements in or near the main food area. The main food area will be provided with an adequate supply of piped potable water.

REPRESENTING THE HAMPTON CLASSIC
Accepted vendors must represent the Hampton Classic in a courteous and professional manner. Please refrain from taking anything from the showgrounds or other vendors without asking. If the Hampton Classic receives complaints about a vendor, it may result in a denial of vendor privileges in subsequent years.

SECURITY
24 hour security begins at 4 p.m. on Friday, August 25. Our security officers are here to protect you and your merchandise. To assist their efforts, please refrain from asking their assistance about non-security related matters. Contact the assigned staff or crew member noted in your vendor packet. Do not enter any other vendor booths or food concession areas after hours.

SET-UP / BREAKDOWN / HOURS
The rental of vendor space is for all 8 days of the Hampton Classic. You must arrive on Friday, August 25 or Saturday, August 26 to set-up your space (or earlier if pre-arranged). If you have been cleared to open by the health department, you may be open for business on Friday and Saturday as there will be riders, vendors and staff on the show grounds. Equipment, trailers or trucks are positioned by our event manager upon arrival and must remain in place until 7 p.m. on Sunday, September 3, unless other plans have been prearranged. Tent breakdown begins at approximately 6 p.m. on Sunday, September 3. All items must be removed from your area by 7:00 p.m., Monday, September 4. Unless otherwise agreed in writing, concessions are to be manned every day of the show (including Monday, 8/28) from approximately 11 a.m. until 5 p.m. (earlier if you have breakfast items/later with approval for vendors not located in the Boutique Garden). No one may be in the Boutique Garden after 6 p.m. during the week of the show.

SHARING / SUBLETTING
Sharing or subletting concession space without permission is prohibited and may result in a denial of vendor privileges in subsequent years.

SIGNAGE
All banners, signs, and menu displays must be pre-approved.

STRAWs, STYROFOAM & LATEX COMPLIANCE
Local and state laws prohibit the use of any styrofoam, single use straws or stirrers or latex. Details will be included upon acceptance.

SPONSOR LOGOS / LIMITATIONS
All vendors must comply with all food and beverage product exclusivity agreements between Hampton Classic and its sponsors. You may not display or distribute any item or signage bearing a corporate name or logo other than your own logo, the Hampton Classic logo or logos of Hampton Classic sponsors. This restriction includes apparel worn by your staff, caps, cups, napkins, or umbrellas.

VENDOR CREDENTIALS & PARKING
You will be given two vendor passes. They will be used to show security in order to enter your concession. There is no charge for parking. Two parking passes for you and your staff as well as three additional week passes will be included in your vendor packet. Please park your vehicles in the farthest point of the parking area since vendors are normally the first ones in and the last ones out.

WEATHER PROCEDURES
In the event of bad weather, the competition will go on unless there is lightning or extreme conditions. Vendors are expected to stay open as long as the competition goes on. No refunds will be provided due to inclement weather or other occurrences beyond the control of the Hampton Classic.

WI-FI
Wireless access is available as a courtesy only and should NOT be relied upon for credit card transactions. Service may be interrupted during high traffic periods. If you plan on credit card transactions via the internet, you are responsible for securing your own wireless card and account. Please make sure all firewall software is up to date.