



"501c3" - Vendor Application

July 23 – 26, 2026
Virginia Horse Center, Lexington, VA
gammonlee@gmail.com
tamlanichols@verizon.net

Name of Business: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell : _____ Email: _____

Web Site: _____

Facebook name or link: _____

Instagram name or link: _____

Please describe the nature of your services:

If selling, please give price range \$ _____ to \$ _____

Will you require electricity? YES NO

FREE 10x10 Booth for 501c3, (donation greatly appreciated but required) \$ _____

BOOTH CHOICES: (10x10) 1. _____ 2. _____ 3. _____

Requests if any: _____

Please complete this form, read and sign the policies in the back and mail with your payment to: GC Equestrian llc – 2406 Cortland St, Waynesboro, VA 22980 (memo re: Commonwealth Games)

Or send Venmo to @gammon-castellvi (last of phone 9661) please put business or contact name in memo box

VENDOR AGREEMENT

This agreement is entered into between the Applicant, HEREINAFTER KNOWN AS "VENDOR", THAT FOR, AND IN CONSIDERATION OF, THE MUTUAL COVENANTS AND AGREEMENTS HEREINAFTER SET OUT, THE PARTIES DO HEREBY AGREE AS FOLLOWS: For purpose of making decisions on behalf of Equestrian Commonwealth Games, called for under the terms of this agreement, the Commonwealth Games Organizer, or authorized representative, is hereby designated as the sole person in authority to make the decision.

1. Commonwealth Games offers no exclusives. All vendors will have the same opportunity to sell wares.
 2. Commonwealth Games requires all vendors to remain set up and open during all show hours (Hours TBD.).
 3. All spaces are 10'x10' (unless noted). Vendors are able to pay for and use more than one 10x10 spot.
 4. Commonwealth Games will do their best to reserve your top booth choice. If that is not possible, we will try to reserve your second or third choice. Spaces are assigned based on date of registration. Commonwealth Games reserves the right to reassign booth spaces.
 5. Tents and tent toppers are not permitted; however, tent frames may be used for displaying wares.
 6. A \$50 non refundable deposit is required to reserve and hold your spot(s). Payment may be made online at: www.equestriangamesva.com - Click link under the Vendor tab, fill out an online application or print and mail it with payment. Commonwealth Games is NOT responsible for payments that are mailed. If application is not accepted payment will be refunded. Final payment must be made by June 30th, 2026 or your space will be voided.
 7. Refund Policy: Commonwealth Games will issue a refund of the full amount minus the non refundable deposit up to 60 days prior to the show date. In the event that the 2026 Equestrian Commonwealth Games is postponed or cancelled as a result of Federal, State or local restrictions, or due to lack of entries, we will issue a 100% refund including the deposit. Vendors will have the option of transferring fees paid to another Commonwealth Games or receive a full refund for all payments made. Beyond this NO refunds will be issued.
 8. Commonwealth Games will hold vendor booth space(s) for two weeks following the show for the next year's show. After that spaces will be available to anyone requesting and paying for a spot.
 9. Vendors will be issued two (2) armbands per booth rented for admittance to the show, if we choose to charge admission. (still TBD)
 10. Commonwealth Games and Virginia Horse Center is not responsible for accidents.
 11. Vendor expressly agrees to indemnify and save Commonwealth Games, Virginia Horse Center all its family and employees harmless from, and against, any and all claims, loss, damage, injury and liability however caused, resulting from, arising out of, or in any way connected to vendor's use or occupancy of the leased premises.
 12. Commonwealth games reserves the right to decline vendors from participating. If Commonwealth Games does not allow a vendor to participate, a full refund will be issued.
 13. Vendor shall not assign, transfer, or sublet their space.
- SETUP: 1. Vendor set up 12 pm Wednesday July 22 to 3pm Thursday July 23.
2. Vendors must keep wares inside booth space and aisles clear.
 3. There will be no selling in the aisles.
 4. Vendors should bring their own electrical cords that are a minimum of 25 feet long.
 5. Make sure your display is freestanding (don't depend upon being able to attach to your neighbor's booth.)
 6. Tents and tent toppers are permitted and tent frames may be used for displaying crafts

MARKETING:

1. VCEG has permission to use your business name and products for marketing purposes for this show
2. Please do not start a new facebook event. ALL vendors will be made Co-hosts of the event and will be able to tag or add to the page as they would like
3. Vendor will provide VCEG with at least 3 photos or videos of their product or service for the purpose of advertising on social media
4. Vendor will provide VCEG with any "language" appropriate for marketing their business on social media. (We want everything to sound and look just like YOU would want!)

I, _____ fully understand and accept the above terms.

SIGNATURE VENDOR: _____

Date: _____

www.equestriangamesva.com / gammonlee@gmail.com