

THE FIESTA OF THE SPANISH HORSE

February 22, 2010

Re: Booth and Table Instructions.

Thank you for supporting the “Fiesta of the Spanish Horse”. We are delighted to have you and hope that the weekend brings you much success. This letter is meant to answer any questions you may have. If you should have a question that is not answered by this letter, please e-mail or call me.

Commercial Vendors (four day and Saturday only), please remember your donation to the drawing, please have the information to us no later than May 1, 2010 so we may make up the sheets beforehand. You may bring the item with you as long as we have the information. The proceeds from the drawing go directly to Cancer Research..

Please remember the form to be used in reporting your City Concessions fee. Please complete this form prior to your departure from the LAEC. We will pick it up.

Saturday only Non-Profits booths and tables may set up Friday May 7, from 10:00 AM. to 9:00 PM. Please check in at the Information Booth by the main Equidome entrance or look for me, I should be around the vendor area. At that time you will be shown where your space is and given your parking passes and wristbands. You may also find your space marked off with tape or chalk. Please let me know ahead of time the number of passes and wristbands you will need for the weekend.

You must be at your booth on Saturday by 2:30 PM and booths must be manned until 9:00 PM.

Everyone must be set up by 12:00 noon on Saturday. Four day vendors, please be aware that the horse show starts on Thursday, so no vehicles will be allowed in the concession area during that time. On Saturday, the horse show starts at 9:00 AM so please be considerate of the horses in the arenas. The gates will open for the public at 3:00 PM. Vendors with locations near the arenas are reminded to be considerate of any show activity that is in progress.

Please make sure you bring your own canopy, tables, chairs, etc, if not previously ordered from us.

On Saturday all booths and tables must be manned from 2:30 PM to the end of the show (Approximately 9:00 PM). However, you may want to open earlier to take advantage of the Horse Show participants who are already on the grounds.

If you should need to reach me I will be on my cell phone from Tuesday to Friday (805 338-3563) or leave a message in the horse show office (818) 840-8894. You may E-mail me at anytime prior to Tuesday before the event at denubilo@adelphia.net

Again, thank you for your participation and support!

Warmest Regards,

Paul De Nubilo
Vendor Coordinator.