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BENEFITING



## Hospitality Village Guidelines

Thank you for your interest in purchasing a Hospitality Village tent. The Iroquois Steeplechase Hospitality Village presents an unparalleled opportunity to entertain business associates, clients, employees, and friends. Listed below are the policies and guidelines for all tents within the village.

### **Contracts/Tent Placement**

All contracts for hospitality tents must be received by Wednesday, March 31, 2010. Tent placement is determined by the total number of underwriting years the group has participated.

### **Credentials**

All credentials will be mailed to the representative listed on your application Reservation Form. This person will be responsible for distributing the credentials. All armbands must be worn at all times. As an entertainment venue, proper behavior is expected. Persons exhibiting unruly behavior will be removed from the premises.

### **Rental Equipment**

All tables and chairs must stay inside your tent  
No other structures or awnings are allowed  
No banners or signage may be hung outside the tent  
You are responsible for supplying all decorations and or other items needed but not listed within your hospitality package.

### **Entertainment**

Any entertainment must stay within your tent and must not disrupt other tents. Any entertainment disrupting hospitality village will be removed from the premises. No amplified live entertainment or loud music is permitted.

### **Trash**

You are responsible for disposing of your own garbage and refuse. Dumpsters will be located behind Hospitality Village for your convenience.

### **Utilities**

There is no electricity or running water on the grounds. If you require electricity, you will be responsible for providing your own quiet gas generators. Any generators disrupting other hospitality tents will be removed from the premises.

### **Sale of Goods and Services**

The sale of food, beverages, merchandise, or services is strictly prohibited.

### **Parking**

Parking is not available at or near the hospitality village tents. You will have received parking passes per your contract for parking in Lot S. Shuttle service will be supplied from Lot S to the pedestrian walkway near hospitality village.

### **Restrooms**

Restroom facilities will not be supplied at each individual tent, but will be set up near the hospitality village area for your convenience.

### **Load In and Out**

A list of all vendors or individuals supplying goods or services to your tent must be submitted to Event Logistics, Inc. by Friday, April 23, 2010 to be added to the security access list. Please email your list to [steplechase@eventlogistics.com](mailto:steplechase@eventlogistics.com). All vendors must be on this list in order to gain access to the grounds for loading and unloading. The entrance to load and unload is Gaucho Road at the corner of Old Hickory Boulevard. All items must be loaded in and vehicles must depart by 7:00 p.m. the day prior to the race, Friday, May 7, 2010. **No deliveries will be allowed on race day.** Load out will begin immediately following the last race. **All equipment must be removed from the tent on Race Day, Saturday, May 8, 2010 by 7:00 p.m.**

### **Catering/Beverage Service**

Levy Restaurants is the exclusive caterer for the Hospitality Village. A portion of the proceeds are donated to the Monroe Carell Jr. Children's Hospital at Vanderbilt. Once arrangements have been made, Levy Restaurants will contact Event Logistics, Inc. at (615) 695-5237 to confirm the set up and specific needs for the day.

Levy Restaurants  
Kelly Langer  
615-770-2407  
[klanger@levyrestaurants.com](mailto:klanger@levyrestaurants.com)

### **Beverage Service**

Event Logistics, Inc. is the exclusive provider for bartenders, no exceptions. To make arrangements for bartenders and to order your complete bar service package delivered to your tent on race day, please contact Event Logistics, Inc.

Event Logistics, Inc.  
Don Osborn  
615-695-5226  
[don@eventlogistics.com](mailto:don@eventlogistics.com)

\*\*Please note that all listed companies are independent contractors and arrangements are made between your company and the catering company.

### **Questions**

For questions regarding your hospitality tent set up, please contact Event Logistics, Inc. at 615-695-5237.