

## JACKSONVILLE EQUESTRIAN CENTER

Florida's Premier Equestrian  
and Multi-purpose Facility.

**Promotional Material:** Materials should identify the facility as "Jacksonville Equestrian Center." If a logo is needed, please contact facility management. The facility website is: [www.JaxEquestrianCenter.com](http://www.JaxEquestrianCenter.com). Participants should be directed to turn left after entering the grounds and stop at the Security Guard Shack upon arrival for directions to barns and RV campsite assignments. Spectators may be directed to follow the public parking signs upon entering the grounds. Facility Show Office Telephone number is: (904) 573-4879. Show Office has a broadband internet connection provided. Wifi is available at no charge in most areas of the Main Arena.

**Web Site:** Please provide us with a link to your website, a logo, photographs, and videos for use on our website to assist you in promoting your event. Your event will also be added to our Public Events Calendar with your approval. Facility sponsors have promotional materials on display at all times in the Center in fulfillment of their sponsorship agreements.

**Security:** For the safety of all, the Jacksonville Equestrian Center provides security coverage of the facility Monday through Friday, 5:00 PM-7:00 AM and Friday through Sunday, 24 hours daily, beginning Friday at 5:00 PM; whenever facility management is not on the grounds. Additional hours or personnel may be requested by promoter and will be billed at settlement at current labor rates. For the duration of the show and whenever horses are on the grounds, Show management is required to check-in with Security prior to leaving the grounds for the night, provide a telephone number where they can be contacted and check-in with Security when arriving on the grounds each day. It is the promoter's responsibility to direct arrival and departure of horses and to schedule any additional Security needs through facility management of the Jacksonville Equestrian Center. There will be no motorcycles, golf carts or unlicensed vehicles on the grounds driven by a person without a valid drivers license. Events may be billed for additional Security to cover move out, if required by the facility.

**Permits:** Vendors selling at events in Duval County are required to provide any necessary permits and pay required State and local sales taxes. Please contact (904) 630-1212 and ask for Permitting Department for further information.

**Vendors:** Electrical connections are available on a limited basis for vendors, indoors and outdoors. All connections should be pre-arranged through facility management prior to move-in. Vendors requiring heavy use connections are not guaranteed service without prior reservation. All electrical connections will be billed to the promoter at settlement. Indoor vendors may access the Concourse through designated entries; Event Management can provide details and layouts.

**Deliveries:** All event deliveries should be addressed to the name of your event in care of the Jacksonville Equestrian Center. All deliveries received in advance of your event will be directed to the Show Office. The Center accepts no liability for early deliveries. USPS deliveries go to a mail box streetside; this may not be appropriate for some packages. FedEx and UPS deliver to our door.

**Ticketed Events:** Please contact Administration for ticketing information.

**Holidays:** The Jacksonville Equestrian Center is available for rental 365 days per year. However, there are some dates that incur additional labor charges. Facility management can offer guidance for these dates.



### JACKSONVILLE EQUESTRIAN CENTER

Proudly managed by the  
Northeast Florida  
Equestrian Society

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## Promoter Guidelines



Tel: 904-573-4895

