



Equestrian Sport Productions, LLC

VENDOR APPLICATION - 2017 WEF



BUSINESS INFORMATION

VENDOR CONTACT INFORMATION

Name of Business (PLEASE PRINT)		
Street Address		
City	State	Zip Code
Email Address		
Business Phone	Fax	
Website Address		

Name of Representative
Cell Number
Nature of Business / Product Description

(Continued on Page 2)

VENDOR INFORMATION

For Charges - See Vendor Rate Sheet

Booth Size _____ Trailer Size _____ Deck Size _____ (Trailers only)

Please indicate: ☐ Prime ☐ Standard

(For BOOTH & TRAILER, please fill in requested dimensions)

I HEREBY apply for the vendor services at the 2017 Winter Equestrian Festival, as indicated below.

WEF	Event Date	Space/Tent Cost	Wifi	Electric	Floor	Walls	Subtotal
Week 1	January 11-15	\$	\$	\$	\$	\$	\$
Week 2	January 18-22	\$	\$	\$	\$	\$	\$
Week 3	January 25-29	\$	\$	\$	\$	\$	\$
Week 4	February 1-5	\$	\$	\$	\$	\$	\$
Week 5	February 8-12	\$	\$	\$	\$	\$	\$
Week 6	February 15-19	\$	\$	\$	\$	\$	\$
Week 7	February 22-26	\$	\$	\$	\$	\$	\$
Week 8	March 1-5	\$	\$	\$	\$	\$	\$
Week 9	March 8-12	\$	\$	\$	\$	\$	\$
Week 10	March 15-19	\$	\$	\$	\$	\$	\$
Week 11	March 22-26	\$	\$	\$	\$	\$	\$
Week 12	March 29 - April 2	\$	\$	\$	\$	\$	\$
SUB TOTAL		\$	\$	\$	\$	\$	\$

FAX APPLICATION TO: Equestrian Sport Productions, LLC 561.753.0394 or email annette@equestriansport.com

TOTAL FEES	\$
7% FL SALES TAX	\$
ADMINISTRATION FEE 3%	\$
GRAND TOTAL	\$
25% Deposit Due (Refundable)	\$

Visa, Mastercard or American Express or check/money order enclosed

Card Number: _____ Exp. Date: _____ Val. No. _____

☐ Visa ☐ Mastercard ☐ AmEx Name on Card: _____

Billing address if different from above: _____

SIGNATURE: _____ Date: _____

I agree to pay above total amount according to card issuer agreement.



Please describe the items that will be sold in your booth below.
Please be as detailed as possible and list all brands if not your own label/design.
Include other brochures or pages as needed.

Examples: Jewelry - gold, silver, precious stones, fashion, etc.
Leather Goods - purses, gloves, boots, etc.
Accessories - belts, scarves, hair accessories, etc.
Shoes/Boots
Hats - straw, cowboy/oil skin, baseball, high-end
Women's Apparel
Men's Apparel

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____



2017 VENDOR RULES, REGULATIONS, AND POLICIES



SPACE ASSIGNMENTS will be made for applications received by August 20, 2016. Applications received after that date will be processed on a "space available" basis.

The following criteria will be followed for assigning spaces from applications received and approved: 1) the order in which the application is received; 2) the number of years vendor has exhibited; 3) the length of time and size requested; and 4) compatibility with other vendors in the same area. Vendor space preferences are weighed with the applicant's choice, but it must be recognized that there may be several applicants for the same exhibit space.



LEASE AGREEMENTS sent upon approval of Vendor Applications must be completed, signed and returned to Equestrian Sport Productions, 14440 Pierson Rd. Wellington, FL 33414 **no later than September 15, 2016.**



PAYMENT SCHEDULE - A 25% deposit of the total contract amount must be enclosed with the signed application. An additional 25% deposit is due with the returned lease agreement, which will be nonrefundable upon acceptance. Locations will not be assigned until proper deposits have been received. Balance shall be paid upon arrival or per terms of Lease Agreement.



PERSONNEL & PARKING PASSES for admission to the show grounds will be given to each accepted vendor upon arrival. Each vendor will receive 2 parking passes. Additional parking passes may be purchased for \$300 each.



WELLINGTON AND PALM BEACH COUNTY LICENSES: *The Village of Wellington requires all vendors to have a business license and Palm Beach County Local Business Tax Receipt. All vendors must provide Equestrian Sport Productions with proof of license application and payment to the Village of Wellington and Palm Beach County prior to set up. Application forms will be included with the Lease Agreement.*



INITIAL SET-UP will begin January 9, 2017. Each vendor is responsible for scheduling arrival with the vendor department. **Early arrivals will be charged accordingly.** Weekly set-up will be from 8:00 am to 5:00 pm on the **Tuesday** of each show week. Each vendor must be in place one half-hour prior to the opening on the first show day and must have personnel at its booth area during all show hours. Each vendor must be removed by midnight of the last show date contracted. **Vendors with trailers in the trailer area must be removed by April 10, 2017.** Those trailers not removed will be charged accordingly. Vehicles will be allowed in the vendor area only for the initial set-up and tear down, at Management's discretion. Vehicles will not be allowed in the vendor area at any other time.



SECURITY to safeguard vendor's property either during the show or after shows hours is the vendor's responsibility. All property left in the booth during the show or after the show will be left at the vendor's risk. It is the responsibility of the vendors, individually or collectively, to arrange for security for their vendor space. Equestrian Sport Productions will not be responsible for the security of each individual vendor space.



CONTRACTED SPACES: As stated in the Lease Agreement, vendors agree not to assign, sub-lease, subcontract, apportion or share the whole or part of the exhibit space assigned without consent of Equestrian Sport Productions. Vendors in violation of this agreement will be subject to loss of space at management's discretion.



REGULATIONS AND POLICIES have been formulated in the best interest of all vendors and made part of the contract for the 2017 Winter Equestrian Festival between the vendor and Equestrian Sport Productions. All matters and questions not covered by these regulations and policies and the attached application are subject to the decision of Equestrian Sport Productions. These regulations and policies may be amended by Equestrian Sport Productions at any time with the understanding that notification of any amendments must be in writing to be binding on both parties.



CERTIFICATE OF INSURANCE – is required prior to set-up. Certificate of Insurance requirements will be listed in the Lease Agreement.



SIGNAGE AND PROMOTIONAL BRANDING displayed on the exterior structure or perimeter of vendor booth or trailer space will be restricted only to Official Winter Equestrian Festival sponsor brands. Equestrian Sport Productions reserves the right to approve exterior signage and promotional branding to ensure vendor brands promoted are not in conflict with Official event sponsors. Signage and Promotional Branding is defined as: banners, posters, logoed table linens, flags, tents and any logoed item to be used as marketing of a brand that is not an Official event sponsor.



SHIPPING & RECEIVING – under no circumstances are vendors to ship packages to be received onsite prior to the Monday before their set up e.g. week 1 not prior to Monday January 9th. Packages received prior to this management reserves the right to 'return to shipper'. There is a \$50 charge per pallet that requires use of forklift and staff.



TENTS – No 'Pop-Up' tents are allowed.



Equestrian Sport Productions hereby reserves the right to reject a vendor application at its discretion, or if product or services are in conflict with the specifications and/or interests of Equestrian Sport Productions or of the USEF, Inc.

PRINT NAME & SIGN
Company Officer or Owner

COMPANY NAME

By signing the above I acknowledge, understand and agree to the Rules, Regulations & Policies. Return with Vendor Application



2017 Winter Equestrian Festival Vendor Rate Sheet*

*Subject to change without notice

Venue: Palm Beach International Equestrian Center, Wellington, Florida



*To compliment your on-site vendor presence, you may want to consider marketing or sponsorship opportunities to promote your products/services and to communicate important details and promotions.

To advertise, contact Annette Goyette at annette@equestriansport.com or 561-779-1660.

To sponsor, contact Tannis Marley at tmarley@equestriansport.com or 561-784-1112

VENDOR MAILING / DELIVERY INFORMATION

On Site Company Representative Name
(Telephone number)
Vendor Company Name
C/O 14440 Pierson Road
Wellington, FL 33414, USA
Phone: 561.793.5867 Fax: 561.753.0394.

All shipments must be F.O.B. Pallets and large freight to be delivered Monday mornings only with prior notice & approval. There is a \$50 charge per palette, for use of staff/forklift for unloading shipments.

DIRECTIONS

The Winter Equestrian Festival is located at the Palm Beach International Equestrian Center in Wellington, Florida.

Approaching the showgrounds from the Florida Turnpike, Exit #93, Lake Worth Blvd. Proceed West crossing over 441, 5 miles to South Shore Blvd. Turn right on South Shore Blvd. for 1 mile until you get to Pierson Road (light) turn left.

Spectator Entrance: Turn left at Equestrian Club Rd. (first left).

Exhibitor Entrance: Turn left at Idle Dice (fourth left).

Approaching the showgrounds from Interstate 95, Exit 66. Go West on Forest Hill Blvd. for 11 miles to South Shore Blvd. Turn left on South Shore Blvd. and follow to Pierson Rd. Turn right on Pierson Road.

Spectator Entrance: Turn left at Equestrian Club Rd. (first left).

Exhibitor Entrance: Turn left at Idle Dice (fourth left). 14440

Pierson Rd., Wellington, FL 33414

PRIME LOCATION RATES**

Area located at Tiki Terrace & International Arena Warm-up: Bridge Decks, Horse Trails & Oasis Café. Limited Availability

<u>Vendor Space</u>	<u>Per Week</u>
10 x 10 space	\$1,375.00
10 x 20 space	\$1,815.00
15 x 15 space	\$2,035.00
20 x 20 space	\$2,695.00

STANDARD RATES**

Area located in the Vendor Village and Hunter Hill adjacent to the International Arena.

<u>Vendor Space</u>	<u>Per Week</u>
10 x 10 space	\$1,150.00
10 x 15 space	\$1,375.00
10 x 20 space	\$1,515.00
15 x 15 space	\$1,760.00
20 x 20 space	\$2,170.00
20 x 30 space	\$2,695.00

All vendor spaces include tent & side curtains in prices.

<u>Trailer Space</u>	<u>Per Week</u>
200 sq. feet or less	\$1,200.00
Over 200 sq feet	\$3.00/extra ft.

Decks or tented areas outside trailer is considered additional square footage. Wellington Local Business Tax Receipt and Palm Beach County Tax Receipt required prior to opening.

ADDITIONAL FEES

Electric:

20 amp \$55.00 per week. 30 amp \$100.00 per week. 50 amp \$110.00 per week.

Flooring: Per sq. foot \$3.00. *One time charge only for multiple weeks*

Walls: Per wall section: \$55.00. *One time charge only for multiple weeks*

Walls come in 4' x 8' sections. Limited availability.

Wifi: \$20 per week.

Administration Fee: 3% to be added to Invoice Total.

* Note: ALL CHARGES are subject to 7% sales tax.

****Vendors staying less than eight weeks will incur a 10% surcharge on the prime and standard rates.**



Palm Beach International Equestrian Center (Main Grounds)



Equestrian Sport Productions, LLC

