



# Equestrian Sport Productions, LLC

## VENDOR APPLICATION - 2018 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 |

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### VENDOR INFORMATION

See Vendor Rate Sheet for Costs

**Tent/Space Size** \_\_\_\_\_ **Trailer Size** \_\_\_\_\_ **Deck Size** \_\_\_\_\_  
 Please indicate:     **Prime**     **Standard** (For TENT & TRAILER, please fill in requested dimensions) (Trailers only)

SIGNATURE \_\_\_\_\_

I HEREBY apply for the vendor services at the 2018 Winter Equestrian Festival, as indicated below.

| WEF              | Event Date     | Space/Tent Cost | Wifi | Electric | Floor | Walls | Subtotal |
|------------------|----------------|-----------------|------|----------|-------|-------|----------|
| Week 1           | January 10-14  | \$              | \$   | \$       | \$    | \$    | \$       |
| Week 2           | January 17-21  | \$              | \$   | \$       | \$    | \$    | \$       |
| Week 3           | January 24-28  | \$              | \$   | \$       | \$    | \$    | \$       |
| Week 4           | Jan 31 - Feb 4 | \$              | \$   | \$       | \$    | \$    | \$       |
| Week 5           | February 7-11  | \$              | \$   | \$       | \$    | \$    | \$       |
| Week 6           | February 14-18 | \$              | \$   | \$       | \$    | \$    | \$       |
| Week 7           | February 21-25 | \$              | \$   | \$       | \$    | \$    | \$       |
| Week 8           | Feb 28 - Mar 4 | \$              | \$   | \$       | \$    | \$    | \$       |
| Week 9           | March 7-11     | \$              | \$   | \$       | \$    | \$    | \$       |
| Week 10          | March 14-18    | \$              | \$   | \$       | \$    | \$    | \$       |
| Week 11          | March 21-25    | \$              | \$   | \$       | \$    | \$    | \$       |
| Week 12          | Mar 28 - Apr 1 | \$              | \$   | \$       | \$    | \$    | \$       |
| <b>SUB TOTAL</b> |                | \$              | \$   | \$       | \$    | \$    | \$       |

|  |
|--|
| <b>FAX TO:</b><br>Equestrian Sport Productions, LLC<br>561.753.0394<br>or EMAIL <a href="mailto:agoyette@equestriansport.com">agoyette@equestriansport.com</a> |
|--|

|                              |    |
|------------------------------|----|
| <b>TOTAL FEES</b>            | \$ |
| <b>7% FL SALES TAX</b>       | \$ |
| <b>ADMINISTRATION FEE 3%</b> | \$ |
| <b>GRAND TOTAL</b>           | \$ |
| <b>25% Deposit Due</b>       | \$ |

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

**Card Number:** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_ **CVV:** \_\_\_\_\_

**Visa**     **Mastercard**     **AmEx**    **Name on Card:** \_\_\_\_\_

**Billing address if different from above:** \_\_\_\_\_

**AUTHORIZED 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. \_\_\_\_\_



## 2018 VENDOR RULES, REGULATIONS, AND POLICIES

**SPACE ASSIGNMENTS** will be made for applications received by August 25, 2017. 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 with payment to Equestrian Sport Productions LLC, 14440 Pierson Rd. Wellington, FL 33414 **no later than September 15, 2017.**

**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 signed lease agreement, which will be non-refundable upon acceptance. Locations will not be assigned until proper deposits have been received. Balance shall be paid prior to 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.*

**INITIAL SET-UP** will begin January 8, 2018. 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 9, 2018.** 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. Vendors are to keep displays within the tent space foot print.**

**REGULATIONS AND POLICIES** have been formulated in the best interest of all vendors and made part of the contract for the 2018 Winter Equestrian Festival between the vendor and Equestrian Sport Productions. All matters and questions not covered by these rules, regulations, policies and the application are subject to the decision of Equestrian Sport Productions. These rules, regulations & 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 8th. 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



# 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 [agoyette@equestriansport.com](mailto:agoyette@equestriansport.com) or 561-784-1120.

To sponsor, contact Dan Farrell at [dfarrell@tryon.com](mailto:dfarrell@tryon.com)

## 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 pallet, for use of staff/forklift for handling 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

| Vendor Space  | Per Week   |
|---------------|------------|
| 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.

| Vendor Space  | Per Week   |
|---------------|------------|
| 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.

| Trailer Space        | Per Week         |
|----------------------|------------------|
| 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. Vendors are to keep displays within the tent/space foot print area  
WellingtonLocal Business Tax Receipt and Palm Beach County Tax Receipt required prior to opening.

## ADDITIONAL FEES

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

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' wide x 8' high 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 12 weeks will incur a 10% surcharge on the prime and standard rates.**



# Palm Beach International Equestrian Center (Main Grounds)



Equestrian Sport Productions, LLC

