



Winter Equestrian Festival

Presented by Equestrian Sport Productions, LLC

2021 VENDOR APPLICATION

Business Information			Vendor Contact Information	
Name of Business (PLEASE PRINT)			Name of Representative	
Street Address			Phone Number	
City	State	Zip	Nature of Business / Product Description	
Email				
Business Phone	Fax			
Website				

continued on page 3

VENDOR INFORMATION

See Vendor Rate Sheet for Costs (page 5)

Tent Size _____ **Trailer Length** (hitch to rear) _____ **Deck Size** _____

Please indicate: **Prime** **Standard** (For TENT & TRAILER, please fill in requested dimensions) (Trailers only)

WEEK	EVENT DATE*	SPACE/TENT COST	WIFI	ELECTRIC	FLOOR	WALLS	SUBTOTAL
Week P	Jan 06-10	\$	\$	\$	\$	\$	\$
Week 1	Jan 13-17	\$	\$	\$	\$	\$	\$
Week 2	Jan 20-24	\$	\$	\$	\$	\$	\$
Week 3	Jan 27-31	\$	\$	\$	\$	\$	\$
Week 4	Feb 03-07	\$	\$	\$	\$	\$	\$
Week 5	Feb 10-14	\$	\$	\$	\$	\$	\$
Week 6	Feb 17-21	\$	\$	\$	\$	\$	\$
Week 7	Feb 24-28	\$	\$	\$	\$	\$	\$
Week 8	Mar 03-07	\$	\$	\$	\$	\$	\$
Week 9	Mar 10-14	\$	\$	\$	\$	\$	\$
Week 10	Mar 17-21	\$	\$	\$	\$	\$	\$
Week 11	Mar 24-28	\$	\$	\$	\$	\$	\$
Week 12	Mar 31-Apr 04	\$	\$	\$	\$	\$	\$
SUB TOTALS		\$	\$	\$	\$	\$	\$

*Dates subject to change

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

7% SALES TAX	\$
SUB TOTAL	\$
ADMINISTRATION FEE 3%	\$
GRAND TOTAL	\$
25% DEPOSIT DUE	\$

ARE YOU A SPONSOR? YES NO

I HEREBY apply for the vendor space and services at the 2021 Winter Equestrian Festival. 25% deposit due with application.

SIGNATURE: _____ **DATE:** _____

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.

Please complete Credit Card Authorization on following page.

SUBMITTING AN APPLICATION DOES NOT GUARANTEE ACCEPTANCE TO THE EVENT.



EQUESTRIAN SPORT PRODUCTIONS, LLC

14440 Pierson Road • Wellington, FL 33414

561.793.5867 phone • 561.753.0394 fax

CREDIT CARD AUTHORIZATION FORM FOR ALL CHARGES ASSOCIATED WITH EQUESTRIAN SPORT PRODUCTIONS, LLC

Business Name: _____
(please print)

Name: _____ Title: _____

Address: _____

City/State/Zip: _____

County: _____ Country: _____

Cell Phone: _____ Email: _____

Business Telephone: _____ Ext: _____

CREDIT CARD TYPE: VISA MC AMEX

Name on Credit Card: (please print) _____

Credit Card Number: _____

Expiration Date: _____ CVV Code: _____

Billing Address (if different from above) _____

City/State/Zip: _____

County: _____ Country: _____

CARDHOLDER SIGNATURE _____

My signature above indicates an authorization for Equestrian Sport Productions, LLC and/or related entities to charge the above credit card for Fees and all other associated charges, including a 3% administrative fee added to the total amount charged.



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. _____



VENDOR REGULATIONS & POLICIES

- SPACE ASSIGNMENTS** will be made for applications received by October 15, 2020. Applications received after that date will be processed on a “space available” basis. The 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.
- LICENSE AGREEMENTS:** sent upon approval of Vendor Applications must be completed, signed returned to Equestrian Sport Productions. Attn: Annette Goyette 14440 Pierson Rd. Wellington, FL 33414.
- 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 License Agreement, which will be nonrefundable upon acceptance. Locations will not be assigned until proper deposits have been received. **Balance shall be due prior to arrival or per terms of License Agreement.**
- PERSONNEL PARKING PASSES** for 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 \$500 each.
- WELLINGTON BUSINESS & 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 are available from Village of Wellington. (www.wellingtonfl.gov/396/Business-Tax-Receipts-Licenses)
- INITIAL SET-UP:** will begin January 4, 2021. 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 a.m. to 5:00 p.m. 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 13, 2021.** 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. Vehicles will not be allowed in the vendor area at any other time without show management approval.
- 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 License 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 & POLICIES** have been formulated in the best interest of all vendors and made part of the contract for the 2021 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 LIABILITY INSURANCE** is required prior to set-up. Certificate of Liability Insurance requirements will be listed in the License Agreement.
- SIGNAGE & PROMOTIONAL BRANDING** displayed on the exterior structure or perimeter of vendor tent or trailer space will be restricted only to Official Equestrian Sport Productions’ 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 P not prior to Monday, January 4). 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 for both receiving and shipping.
- 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.
- COVID-19 Protocols are to be followed. Vendors not in compliance risk eviction from the event.**

PRINT NAME & SIGN
Officer or Owner

COMPANY NAME

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

For safety all persons accessing the show grounds in 2020-2021 must meet the current COVID-19 CDC requirements before access is granted. Everyone will be required to sign a waiver, have ESP issued credentials and their temperature taken with a touchless thermometer before being allowed on the property. No exceptions. Please allow for extra time for this process every day on arrival.



Winter Equestrian Festival Vendor Rate Sheet

*Subject to change without notice

Venue: Palm Beach International Equestrian Center. 14440 Pierson Road, Wellington, Florida 33414

PRIME LOCATION RATES**

Area located near The Oasis; Horse Trails; & near Tiki Hut, International Arena & Bridge Decks. Limited availability.

VENDOR SPACE	PER WEEK
10 x 10 space	\$ 1,375
10 x 15 space	\$ 1,575
10 x 20 space	\$ 1,815
15 x 15 space	\$ 2,035
20 x 20 space	\$ 2,695

STANDARD RATES**

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

VENDOR SPACE	PER WEEK
10 x 10 space	\$ 1,150
10 x 15 space	\$ 1,375
10 x 20 space	\$ 1,515
15 x 15 space	\$ 1,760
20 x 20 space	\$ 2,170
20 x 30 space	\$ 2,695

All vendor spaces include tent & side curtains in prices.

TRAILER SPACE	PER WEEK
200 sq. feet or less	\$ 1,200
Over 200 sq. feet	\$ 3/extra ft.

Decks or tented areas outside tent/trailer is considered additional square footage.

ADDITIONAL FEES

Electric costs (per hook-up):	20 amp \$55/week 30 amp \$100/week 50 amp \$110/week
Flooring:	\$3 per sq. foot <i>One time charge only for multiple weeks</i>
Walls:	\$55 per wall section <i>One time charge only for multiple weeks</i> Walls come in 4' w x 7' h sections Limited availability
WiFi:	\$20/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 listed above.

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 or 561-784-1120.

To sponsor, contact sponsorship@equestriansport.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 unloading shipments.

DIRECTIONS

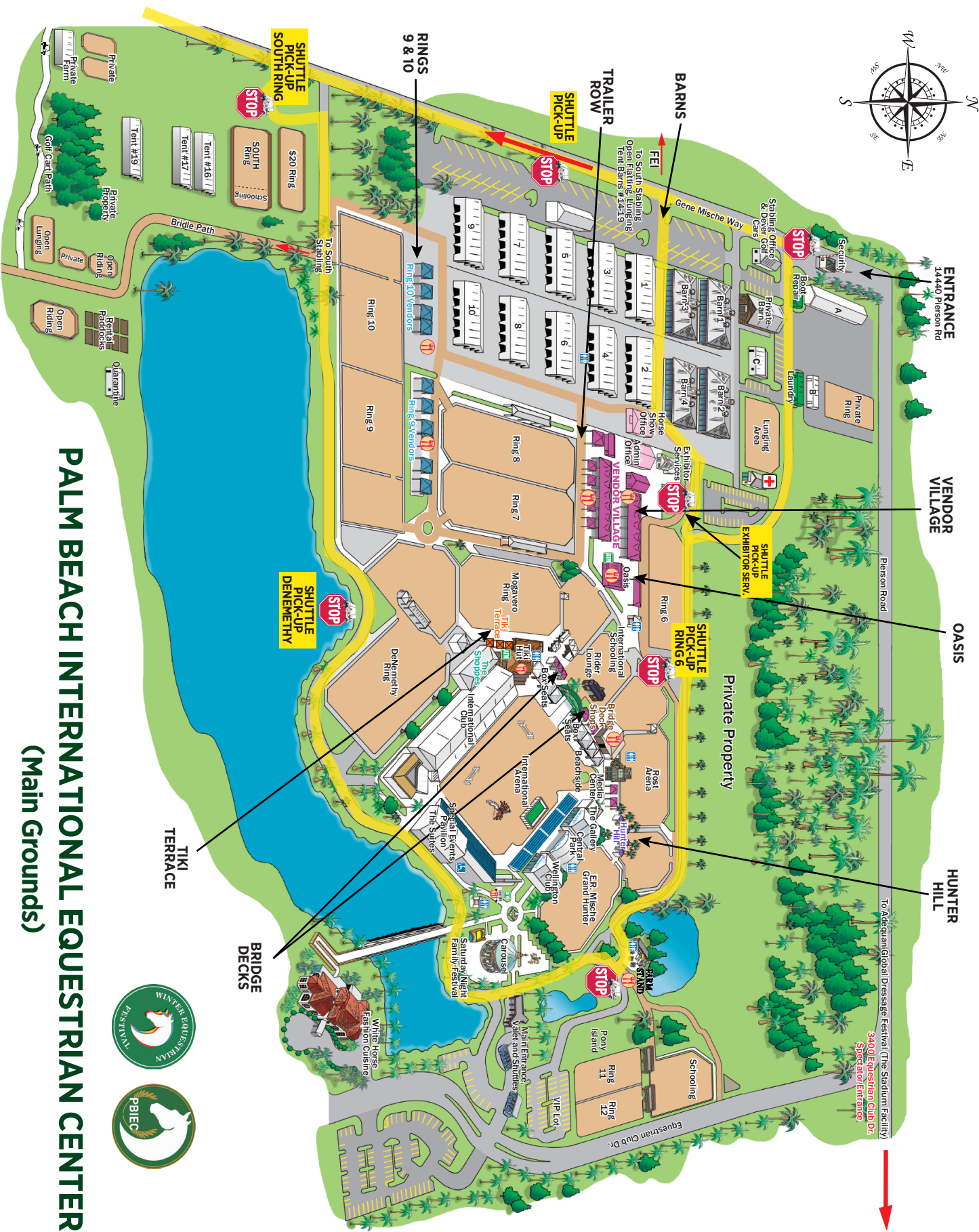
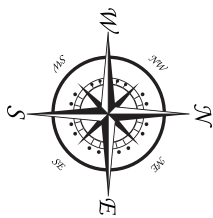
The Winter Equestrian Festival is located at the Palm Beach International Equestrian Center in Wellington, Florida.

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 reach Pierson Road (light) turn left.

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

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





PALM BEACH INTERNATIONAL EQUESTRIAN CENTER (Main Grounds)

