



# Equestrian Sport Productions, LLC VENDOR APPLICATION — 2020 WEF



BUSINESS INFORMATION	VENDOR CONTACT INFORMATION
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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

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: \_\_\_\_\_ DATE \_\_\_\_\_

I HEREBY apply for the vendor services at the 2020 Winter Equestrian Festival, as indicated below.

WEF	Event Date	Space/Tent Cost	Wifi	Electric	Floor	Walls	Subtotal
Week 1	Jan 08-12	\$	\$	\$	\$	\$	\$
Week 2	Jan 15-19	\$	\$	\$	\$	\$	\$
Week 3	Jan 22-26	\$	\$	\$	\$	\$	\$
Week 4	Jan 29-Feb 02	\$	\$	\$	\$	\$	\$
Week 5	Feb 05-09	\$	\$	\$	\$	\$	\$
Week 6	Feb 12-16	\$	\$	\$	\$	\$	\$
Week 7	Feb 19-23	\$	\$	\$	\$	\$	\$
Week 8	Feb 26-Mar 01	\$	\$	\$	\$	\$	\$
Week 9	Mar 04-08	\$	\$	\$	\$	\$	\$
Week 10	Mar 11-15	\$	\$	\$	\$	\$	\$
Week 11	Mar 18-22	\$	\$	\$	\$	\$	\$
Week 12	Mar 25-29	\$	\$	\$	\$	\$	\$
<b>SUB TOTALS</b>		\$	\$	\$	\$	\$	\$

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

<b>7% FL SALES TAX</b>	\$
<b>TOTAL W/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. \_\_\_\_\_



## 2020 VENDOR RULES, REGULATIONS AND POLICIES

Initialize **SPACE ASSIGNMENTS** will be made for applications received by August 15, 2019. 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.

Initialize **LEASE AGREEMENTS** sent upon approval of Vendor Application must be completed, signed and returned to Equestrian Sport Productions, LLC, 14440 Pierson Rd. Wellington, FL 33414 **no later than the date specified within the Lease.**

Initialize **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 prior to arrival or per terms of Lease agreement.**

Initialize **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.

Initialize **WELLINGTON & 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.***

Initialize **INITIAL SET-UP** will begin January 6, 2020. 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 6, 2020.** 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.

Initialize **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.

Initialize **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.**

Initialize **REGULATIONS & POLICIES** have been formulated in the best interest of all vendors and made part of the contract for the 2020 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 rules, 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.

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

Initialize **SIGNAGE & 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.

Initialize **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 6). 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.**

Initialize **TENTS: No 'Pop-Up' tents are allowed.**

Initialize 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  
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 [sponsorship@equestriansport.com](mailto: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 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 Gene Mische Way (fourth left), 14440 Pierson Rd., Wellington, FL 33414

## PRIME LOCATION RATES\*\*

Area located near The Oasis; Horse Trails; & near Tiki Hut and International Arena and Bridge Decks. 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 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 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: Per sq. foot \$3.00. *One time charge only for multiple weeks*

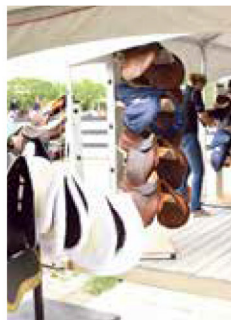
Walls: Per wall section: \$55. *One time charge only for multiple weeks*  
Walls come in 4'w x 7'h sections. Limited availability.

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 listed above.**





3400 Equestrian Club Dr  
Spectator Entrance

# PALM BEACH INTERNATIONAL EQUESTRIAN CENTER (Main Grounds)

