



Adequan® Global Dressage Festival

Presented by Equestrian Sport Productions, LLC

2020 AGDF Vendor Packet

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

(Continued on Page 2)

VENDOR INFORMATION For Costs - See Vendor Rate Sheet

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

Please indicate: Prime Standard

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

Show	Event Date*	Space/Tent Cost	Electric	Floor	Walls	Subtotal
WK 1 National & CPEDI-3*/CDI-W	Jan. 8-12	\$	\$	\$	\$	\$
WK 2 National GCDA	Jan. 16-19	\$	\$	\$	\$	\$
WK 3 National & CPEDI-3*/CDI-W	Jan. 22-26	\$	\$	\$	\$	\$
WK 4 CSI 4*, 1.40m/1.50m/U25 Jumping	Jan. 29-Feb 1	\$	\$	\$	\$	\$
WK 5 National & CDI-W & EventingSC	Feb. 5-Feb 9	\$	\$	\$	\$	\$
WK 6 National & CSI 3* Jumping	Feb. 12-16	\$	\$	\$	\$	\$
WK 7 National & CDI-5*	Feb. 19-23	\$	\$	\$	\$	\$
WK 8 National & CDI-4*	Feb. 26-Mar. 1	\$	\$	\$	\$	\$
WK 9 National	Mar. 5-8	\$	\$	\$	\$	\$
WK 10 National & CDIO 3*	Mar. 11-15	\$	\$	\$	\$	\$
WK 11 National & CSI 4* Jumping	Mar. 18-22	\$	\$	\$	\$	\$
WK 12 CDI W & USHJA Hunter Derby	Mar. 25-29	\$	\$	\$	\$	\$
SUBTOTAL		\$	\$	\$	\$	\$

* Dates subject to change
CDI weeks in bold

7% Sales Tax	\$
SUB TOTAL	\$
ADMINISTRATION FEE 3%	\$
GRAND TOTAL	\$
25% Deposit Due	\$

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

Are you a sponsor? YES NO

I HEREBY apply for the vendor space and services at the 2020 Adequan® Global Dressage 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.

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:

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 Adequan® Global Dressage Festival Rate Sheet

Venue: Palm Beach International Equestrian Center,
Equestrian Village • 13500 South Shore Blvd. • Wellington FL 33414

*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, email sponsorship@equestriansport.com

VENDOR MAILING / DELIVERY INFORMATION

Under no circumstances are packages to be mailed or shipped to the Equestrian Village, Management reserves the right to 'return to sender'.

DIRECTIONS

The Adequan® Global Dressage Festival is located at the Equestrian Village, 13500 South Shore Blvd., Wellington, FL 33414.

Approaching the showgrounds from the Florida Turnpike, Exit #93, Lake Worth Blvd. Proceed West crossing over US 441, 5 miles to South Shore Blvd. Turn right on South Shore Blvd. for 1 mile; go passed the Pierson Road intersection and the entrance is on your right.

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 continue south through Greenview intersection. Entrance will be on the left.

PRIME RATES

Area located on Vendor Patio & Adjacent Lawn Areas. Limited Availability

<u>Vendor Space</u>	<u>CDI WEEKS</u>	<u>NATIONAL WEEKS</u>
10 x 10 space	\$575	\$288
10 x 20 space	\$720	\$360
20 x 20 space	\$1000	\$500
Trailer (up to 200 sq. ft.) over 200 sq. ft. \$2.00/extra sq. ft.	\$720	\$360

STANDARD RATES

Area located on Vendor Court

<u>Vendor Space</u>	<u>CDI WEEKS</u>	<u>NATIONAL WEEKS</u>
10 x 10 space	\$480	\$240
10 x 20 space	\$600	\$300
20 x 20 space	\$840	\$420
Trailer (up to 200 sq. ft.) over 200 sq. ft. \$2.00/extra sq. ft.	\$600	\$300

All vendor spaces include tent & side curtains in prices.

Decks or tented areas outside tent/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/week; 50 amp \$110/week - each per outlet

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

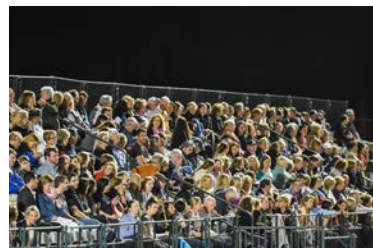
Walls: Per wall section: \$55.00. *One time charge only for multiple weeks*

Walls come in 4' x 7' sections. Limited availability.

All measurements are in Feet and Inches

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

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





2020 VENDOR RULES, REGULATIONS, AND POLICIES

- Initialize **SPACE ASSIGNMENTS** will be made for application received by September 15, 2020. 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 Applications must be completed, signed and returned to Equestrian Sport Productions. Mailing Address Attn: Annette Goyette 14440 Pierson Rd. Wellington, FL 33414 by date listed in 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 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.**
- Initialize **PERSONNEL & PARKING PASSES** for admission to the show grounds, 13500 South Shore Blvd., Wellington, FL 33414, will be given to each accepted vendor upon arrival. Each vendor will receive 2 parking passes.
- Initialize **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 available from Village of Wellington.***
- Initialize **INITIAL SET-UP** will begin Tuesday, January 7, 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 \$100 per day. 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.
- 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.**
- Initialize **REGULATIONS AND POLICIES** have been formulated in the best interest of all vendors and made part of the contract for the 2020 Adequan Global Dressage Festival between the vendor and Equestrian Sport Productions. All matters and questions not covered by these regulations and policies and the lease agreement 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.
- Initialize **SIGNAGE AND PROMOTIONAL BRANDING** displayed on the exterior structure or perimeter of vendor booth or trailer space will be restricted only to Official Adequan Global Dressage 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:** These services are not available at the AGDF show grounds. Under no circumstances are shipments to be sent to the AGDF grounds, management reserves the right to 'return to shipper'.
- Initialize **CERTIFICATE OF LIABILITY INSURANCE** – is required prior to set-up, requirements will be listed in the Lease Agreement.
- 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

