**VENDOR APPLICATION**

**Wilmington**

**Vendor Rules, Regulations and Contract**

Thank you for your interest in becoming a vendor at World Equestrian Center Shows. WEC accepts vendors for shows space permitting. Priority will be given to vendors that stay the entire circuit and vendors from prior years. Vendors may be limited due to prior agreements and to assure variety in merchandise available to our exhibitors. World Equestrian Center reserves the right to reject any Vendor application for any reason or withdraw acceptance. Receipt of application and fees is not an automatic guarantee of acceptance. Deposit of an applicant’s check does not guarantee acceptance as a Vendor. In the event your application is not accepted, your deposit will be refunded. Upon acceptance of the agreement, your deposit will be non-refundable and be applied toward vendor fees. You will be notified in writing via mail or email once your application has been reviewed.

**Rules and Regulations**

World Equestrian Center (herein after referred to as WEC)

1. Vendors must obtain all required permits and provide WEC with their current Ohio Sales Tax Number.

2. Vendors must submit with payment a **certificate of insurance** with World Equestrian Center and Columbus Hospitality, LLC each listed as a certificate holder, showing proof of the following minimum limits of insurance, or as required by law, whichever is greater:

General Liability, including contractual, independent contractors, products/completed operations and Workers Compensation:

Each Occurrence $1,000,000

General Aggregate $2,000.000

Business Auto $1,000,000 (if vehicles used by VENDOR)

Workers Compensation Statutory

World Equestrian Center and Columbus Hospitality, LLC shall listed as an “Additional Insured” in the description section of the certificate for all coverage for General Liability or as noted: **“World Equestrian Center and Columbus Hospitality LLC are included as additional insured for services provided by the named insured.”** Certificates of Insurance shall contain a provision for at least sixty (60) days’ notice to the certificate holder of cancellation or non-renewal of the insurance indicated in the certificate. Certificates must be originals signed by an authorized representative of insurance company

3. It is strongly encouraged that booths will be open for business during show hours. All rentals are for the entire duration of the show.

4. Noisy or unsightly work is strictly prohibited during Show hours. This may include booth install and tear down.

5. The Concessionaire agrees to abide by all fire regulations and decisions of the local fire department representative.

6. All shipments are the responsibility of the recipient who cannot hold WEC liable for any losses or damage. Any costs for shipments are the responsibility of the vendor.

7. WEC cannot be held liable for any lost, damaged or stolen items. Insurance if desired by the Vendor must be obtained by them at their own expense. WEC assumes no risk: by the acceptance of this agreement, the Vendor expressly releases WEC of and from any and all liability for any damage, injury or loss to any persons or goods which may arise from and/or in connection with the rental and occupation of said space by vendor and agree to hold and save the WEC harmless of any loss or damage by reason thereof. WEC assumes no responsibility, whatsoever for any property shipped to or placed in the exhibition area.

8. Vendors are prohibited from placing signs on any walls throughout the building. Vendors will be billed for any damage to paint or walls from not adhering to this rule.

Winter Series 2018 VENDOR APPLICATION AND CONTRACT

This agreement is entered into by and between World Equestrian Center Horse Show, “WEC” and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_“The Vendor” for dates outlined in this application and contract.

**Payment**

• A deposit of $200 is required with your application. Applications submitted without deposit payments will not be considered. Your deposit will be applied toward your total vendor fees.

• Applications must be filled out completely and signed.

• Rental items will be invoiced 30 days prior to the start of the first show you will be attending

• Balance due must be paid in full upon your arrival

**Arrival & Setup**

Booth set is from 8am to 7pm the day prior to the first day of the show and must be vacated by 10am on the Monday following unless prior arrangements have been made.

**Shipping & Deliveries**

**Call Erin McMurry 417-848-2058 to arrange deliveries**

World Equestrian Center

4095 State Route 730

Wilmington Ohio 45177

**Business Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Web Site** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Address**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**City/State/Zip** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Business Tel #**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Cell #** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fax #** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Description of Business / Items Sold:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Show Dates** (Circle shows you wish to attend.)

World Equestrian Winter Classic 6 1/31-2/4

World Equestrian Winter Classic 7 2/7-2/11

World Equestrian Winter Classic 8 2/14-2/18

World Equestrian Winter Classic 9 2/21-2/25

World Equestrian Winter Classic 10 2/28-3/4

World Equestrian Winter Classic 11 3/7-3/11

World Equestrian Winter Classic 12 3/14-3/18

World Equestrian Winter Classic 13 3/21-3/25

World Equestrian Winter Classic 14 4/4-4/8

World Equestrian Winter Classic 15 4/11-4/15

World Equestrian Winter Classic 16 4/18-4/22

World Equestrian Winter Classic 17 4/25-3/29

**WEEKLY FEES**

10’ x 10’ = $250 10’ x 20’ = $500 10’ x 30’ = $750

* Food Vendors negotiated on a case by case basis
* Discounts available for multiple weeks or entire circuit
* Custom spaces available contact Erin McMurry

Tables and chairs available upon request and may incur a separate cost.

**Electrical Requirements**

20 AMP ELECTRIC $50 per week x \_\_\_\_\_\_\_\_\_\_ # of weeks = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

30 AMP ELECTRIC= $100 per week x \_\_\_\_\_\_\_\_ # of weeks = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

50 AMP ELECTRIC= $100 per week x \_\_\_\_\_\_\_\_ # of weeks = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Electricity Total \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rental Items**

Enter quantity and number of weeks.

FLOORING\*\*: $1.25 per sq’ (check if needed) \_\_\_\_\_\_ x \_\_\_\_\_\_\_ square feet = \_\_\_\_\_\_\_\_\_\_\_\_

**Space Description**

v

v

v

I have my own trailer size opens on/work off of: Right side Left side Back side

v

I have my own tent: Yes No Size: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

v

**Total Amount Due**

Weekly Space Total \_\_\_\_\_\_\_\_\_\_\_\_

Electricity Total \_\_\_\_\_\_\_\_\_\_\_\_

TOTAL DUE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To the fullest extent permitted by law, the Vendor shall indemnify, hold harmless and defend World Equestrian Center and Columbus Hospitality, LLC, its officers, directors, employees, agents and volunteers from and against any and all claims, demands or causes of action brought against any or all of them for any actual or alleged injury to any person or persons, including death, or damage to or destruction of property arising out of or related to this contract and any act or omission on the part of Vendor, its employees, agents or subcontractors and/or arising from any work or services performed for or on behalf of the World Equestrian Center by Vendor.

**Agreement**

I have read the Terms and Conditions of this Vendor Regulations, Application and Contract and **BY SIGNING BELOW I AGREE** to be bound by all

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Owner or Representative Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name of Owner or Representative

Credit Card # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Visa / MC Billing Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exp. Date:\_\_\_\_\_\_\_\_\_\_\_\_ Sec Code \_\_\_\_\_\_\_\_\_\_\_\_

Name on Card: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check here to have final payment deducted

from this card

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return typed or printed contract with check/credit card info to:

World Equestrian Center

4095 State Route 730

Wilmington, Ohio 45177

**Make Checks Payable to *World Equestrian Center***