



**WORLD**  
EQUESTRIAN CENTER™

## **VENDOR APPLICATION** **Wilmington**

### **Vendor Rules, Regulations and Contract**

Thank you for your interest in becoming a vendor at World Equestrian Center (WEC). The Vendor Village is a unique indoor shopping experience where every store front is different. It is a great opportunity to show your individuality while becoming part of a team. To become a vendor with WEC we ask that you only follow some simple rules. Priority will be given to vendors that stay the entire circuit and/or vendors from prior years. Vendors may be limited due to prior agreements and/or in reassuring a 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/or deposit & fees does not give an automatic guarantee of acceptance. In the event your application is not accepted, your deposit will be refunded within 30 days.

Upon acceptance your signature is required along with your deposit which is non-refundable but will be applied toward your vendor fees.

\*\*You will be notified in writing via mail and/or email of the final outcome once your application has been through the review process. \*\* We understand future planning is a must and time consuming.

The World Equestrian Center strongly believes in Teamwork along with Family morals. We strive to have an atmosphere of respect and hold those that represent WEC to high standards of honesty and loyalty. WEC will not tolerate anything but the best of from their people.

Please see our list of rules and regulations which is non-negotiable.

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## Rules and Regulations

World Equestrian Center (herein after referred to as WEC)

**\*\*EACH VENDOR WILL RECEIVE A RFID KEY TO THEIR STORE. STORES CAN ALSO BE UNLOCKED FROM AN AP ON A SMARTPHONE OR TABLET.\*\***

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. With our growing numbers, our vendor policies are adapting and changing to better accommodate our exhibitors. We will not limit the number and types of vendors at WEC.
4. It is ***STRONGLY ENCOURAGED*** that booths are to be open for business during show hours. All rentals are to remain open for the entire show. If a rental is not open for more than two weeks, the vendor contract will be reevaluated by the Sales Coordinator.
5. **ALL BOOTHS ARE TO BE COMPLETELY SET UP *BEFORE* THE SHOW AND TORN DOWN ONCE THE SHOW HAS ENDED. AT NO TIME DURING A SHOW CAN CONSTRUCTION OCCUR.**

**\*\*NO BALLOONS, BANNERS OR ANYTHING WITH QUICK MOVEMENT AND/OR GLARE CAN BE USED FOR ADVERTISING FOR THE SAFETY OF OUR HORSES AND EXHIBITORS. \*\***

6. The Concessionaire agrees to abide by all fire regulations and decisions of the local fire department representative. (No open flame candles, etc.)
7. All shipments (and costs) are the ***responsibility*** of the vendor. WEC will not be held liable for any losses or damages regarding incoming/outgoing shipments.
8. WEC will not and 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

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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.

9. 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.

10. Vendors are prohibited from nailing, drilling, or attaching anything to slat wall in boutiques besides hardware that slides into slat wall, approved by WEC. Boutiques need to be left in the condition they were rented in. Damages will be billed for accordingly.

11. WEC provides signage above each boutique so your store is easily identifiable at no cost.

12. As a partnership with WEC, we will assist in promoting your location in the Vendor Village.

- \*Announcing over PA

- \*Listing in the Weekly Newsletter

- \*Vendor Spotlight (one vendor per week)

- \*Sip and Shop held every Saturday afternoon in Vendor Village

WEC has opportunities to sponsor events and for additional signage at WEC. Please contact the Sales Coordinator for details.

13. WEC will provide hardware for you to rent at an affordable rate. Please contact the Sales Coordinator for details.

14. ALL correspondence and communication will need to go directly through the Sales Coordinator.

15. There is a private vendor WiFi in the Vendor Village. The password is WECVendor1.

16. It at any time the Vendor decides to leave earlier than the original signed contract they are required to give WEC a courtesy 5-day notice. They are also required to pay the difference of the vendor fees, if there is a difference in price for the dates they agreed to in the contract compared the dates they were actually there.

17. Extension cords must have the ground intact. There are no "construction adjustments" to the vendor village.

18. Dogs are welcome, but **MUST** be kept on a leash. Any vendor that violates this rule will be fined by the steward.

*The World Equestrian Center looks forward to having you and building a forever working relationship.*



## Fall/Winter Series 2020/2021 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 by credit card 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.
- Balance due must be paid in full upon your arrival
  - Vendors staying a month or more must pay for the month when they arrive.
  - Vendors staying one to three weeks must pay for the dates in the contract when they arrive.

### 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

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.)

WEC Winter Classic #17 4/7-4/11/21  
 WEC Winter Classic #18 4/14-4/18/21  
 WEC Winter Classic #19 4/21-4/25/21  
 WEC Winter Classic #20 4/28-5/2/21  
 WEC Summer 1 5/26-5/30/21  
 WEC Summer 2 6/2-6/6/21  
 WEC Summer 3 7/14-7/18/21  
 WEC Summer 4 7/21-7/25/21  
 WEC Summer 5 8/11-8/15/21  
 WEC Fall Classic 1 9/29-10/3/21

WEC Fall Classic 2 10/6-10/10/21  
 WEC Fall Classic 3 10/13-10/17/21  
 WEC Fall Classic 4 10/19-10/24/21  
 WEC Fall Classic 5 10/27-10/31/21  
 WEC November 1 11/10-11/14/21  
 WEC Midwest Indoor 1 11/17-11/27/21  
 WEC Winter Classic 1 12/1-12/5/21  
 WEC Winter 2 12/8-12/12/21  
 WEC Winter 3 12/15-12/19/21

**WEEKLY FEES INSIDE VENDOR VILLAGE**

**1 Week/5+ Weeks/10+Weeks/15+ Weeks/20+Weeks/25+Weeks**

Boutique A 15' x 14' = \$525/\$500/\$475/\$450/\$425/\$400  
 Boutique B 13' x 13' = \$425/\$400/\$375/\$360/\$340/\$320  
 Boutique C 10' x 15' = \$375/\$355/\$340/\$320/\$300/\$280  
 Boutique D 10' x 15' = \$375/\$355/\$340/\$320/\$300/\$280  
 Boutique E 10' x 15' = \$375/\$355/\$340/\$320/\$300/\$280  
 Boutique F 10' x 15' = \$375/\$355/\$340/\$320/\$300/\$280  
 Boutique G 10' x 12' = \$300/\$285/\$270/\$255/\$240/\$240  
 Boutique H 10' x 12' = \$300/\$285/\$270/\$255/\$240/\$240  
 Boutique I 10' x 12' = \$300/\$285/\$270/\$255/\$240/\$240  
 Boutique J 10' x10' = \$250/\$240/\$225/\$212/\$200/\$190  
 Boutique K 13' x 13' = \$425/\$400/\$375/\$360/\$340/\$320  
 Boutique L 10' x 15' = \$375/\$355/\$340/\$320/\$300/\$280  
 Boutique M 14' x 15' = \$525/\$500/\$475/\$450/\$425/\$400

**WEEKLY FEES OUTSIDE VENDOR VILLAGE (including electric)**

10' x 10' = 200

**Space Description**

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

Custom spaces available contact WEC, accounting department

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

**Total Amount Due**

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

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

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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.

WEC reserves the right to terminate a contract and ask a vendor to leave anytime we feel your behavior is not consistent with our values.

### 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***

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