



September 29 – October 16, 2022

**2022 Vendor Application**

**Vendor Information**

Business Name:			
Primary Contact Person:			
Address:	City:	State:	Zip:
Telephone:	Cell Phone:		
Fax:	Email:		
Product and/or Service Provided:			

**Booth Information**

Vendor Rates will be a flat fee for the duration of the event. Electric and tax is included in vendor price.	
<b>Premium Vendor Space in Vendor Courtyard</b>	<b>Vendor Row</b>
\$5000.00	\$2500.00

**Payment Information**

Payment is due upon receipt of application. If payment and proof of insurance is not received with application your application will not be accepted. Payment is non-refundable.		
Check made payable to Arena Horse Shows	Master Card/Visa/American Express/Discover	
Credit Card Number:	Exp. Date:	SVC Code:
Signature:		Date:
Total Amount:		
<b>Signature:</b>		

By Signing this Application, you acknowledge that you have read the vendor rules and regulations listed below and agree to abide fully with them.

**\*\*Proof of Insurance Due with Application\*\***

## Rules and Regulations

1. **CERTIFICATE OF INSURANCE:** 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:
  - a. General Liability, including contractual, independent contractors, products/completed operations, and Workers Compensation:
    - i. Each Occurrence - \$1,000,000
    - ii. General Aggregate - \$2,000,000
    - iii. Business Auto (if vehicles used by Vendor) - \$1,000,000
    - iv. Workers Compensation – Statutory
  - b. World Equestrian Center and Columbus Hospitality, LLC shall be 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.
2. **VENDOR APPLICATION:** World Equestrian Center to provide vendor location within the event space. World Equestrian Center reserves the right to reject any vendor application for any reason or withdraw acceptance. Receipt of application is not an automatic guarantee of acceptance. You will be notified in writing via email once application has been reviewed. A completed vendor application must be received prior to **September 1, 2022**. No applications will be received after this deadline. Please email completed application to Christy Baxter: [christy.baxter@wec.net](mailto:christy.baxter@wec.net)
3. **PAYMENT:** Applications must be filled out completely and signed. Payment must be received with application. Payment is non-refundable.
4. **VENDORS RESPONSIBILITIES:** Vendors to bring their own set up including tables and décor.
5. **VENDORS ARRIVAL & SETUP:**
  - a. Move in and Set Up will be on September 26, 2022, from 8 AM to 8 PM.
  - b. Breakdown and Move Out on October 17, 2022.
6. **SHIPPING AND DELIVERIES:** Email Christy Baxter to arrange deliveries – [christy.baxter@wec.net](mailto:christy.baxter@wec.net). 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. **SECURITY:** There will be onsite security at the venue. WEC cannot be held liable for any lost, damaged, or stolen items. WEC assumes no risk: by the acceptance of this agreement, the Vendor expressly releases WEC of and from 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 place in the exhibition area.
8. **SIGNAGE:** Vendors are prohibited from placing signs on any walls throughout the building. Vendors are only permitted to place signage within their assigned space. Vendors will be billed for any damage from not adhering to this rule. Advertising is available for an additional fee that will be placed on our jumbotrons located in the expo hall.
9. **TERMINATION:** Either party may terminate this Agreement by giving 30 days’ written notice to the other of its intent to terminate this Agreement. Such termination may be made with or without cause.
10. Agreement to exercise any of its rights under this Agreement at any time does not constitute a breach of this Agreement and shall not be deemed to be a waiver of such rights or a waiver of any subsequent breach.
11. **NON-ASSIGNMENT.** Vendor may not assign this Agreement or any rights granted to either party under this Agreement to another individual or entity, in whole or in part, whether voluntarily, by operation of

law or otherwise. Any such attempted assignment or transfer shall be null and void. Vendor may assign this Agreement with prior written consent from WEC.

12. **NON-SOLICITATION.** Vendor may not solicit any member, referral, or allow him or herself to be put in an opportunistic situation in which WEC could lose any guest or potential business. No favors may be exchanged between Vendor and WEC's clientele, for gain or personal profit. In the event of a breach of this policy by Vendor, WEC is entitled to any and all factual financial loss or projected financial loss or damages. Vendor acknowledges the consequences of legal prosecution and will be responsible for any legal costs that may be incurred as a result of Vendor's breach of this Agreement.
13. **CONFLICTS OF INTEREST.** Vendor certifies that he or she is not a party to any agreements that in any way conflict with the provisions herein.
14. **NOTICES.** Any notice given in connection with this Agreement shall be given in writing and delivered either by hand to the party or by certified mail, return receipt requested, or by fax to the party at that party's address stated at the top of this Agreement. Any party may change its notice address by giving notice of the change in accordance with this section.
15. **CHOICE OF LAW.** Any dispute under this Agreement or related to this Agreement shall be decided in accordance with the laws of the state of Florida.
16. **ENTIRE AGREEMENT.** This is the entire Agreement between the parties and cannot be changed or modified orally. This Agreement may be supplemented, amended or revised only by a writing that is signed by each of the parties.
17. **SEVERABILITY.** If any part of this Agreement is held to be unenforceable, the rest of this Agreement shall nevertheless remain in full force and effect.
18. WEC has made every effort to have the best interest of all vendors. If there are questions not addressed or outlined in the documents presented, WEC reserves the right to amend the rules and regulations.

**CONTACT INFORMATION:**

**Christy Baxter**

**[christy.baxter@wec.net](mailto:christy.baxter@wec.net)**

**561-252-4510 (Text is Best!)**