



Vendor Application | 2019 Horse Park at Woodside

SILICON VALLEY EQUESTRIAN FESTIVAL 1: AUGUST 21-25
SILICON VALLEY EQUESTRIAN FESTIVAL 2: AUGUST 28 – SEPTEMBER 1

Please provide a photo of your vendor setup with your application and required paperwork.

Please type or print legibly.

1. You will be notified via email of acceptance of your attendance with move-in date, time, and additional information. In order for your application to be processed, your **Completed Application, Payment, and Insurance Certificate** must be received at least 30 days prior to the event. Any application received within 15 days of the event will be considered late and subject to late fee(s).
2. The list of products you are requesting to sell/promote/display must be specific. Words such as “accessories, etc.,” or “related products” and other vague descriptions are not acceptable.
3. Our policy is to accept Vendors as space permits, while limiting the number of Vendors with similar product. We reserve the right to decline an application without cause.
4. The location of your booth will be determined by management.
5. Tent/Trailer must be professional in appearance and maintained, clean and in good working condition throughout the week of the event. Please send a photo of your booth set-up with your application.
6. **SUBLEASING/BOOTH SHARING:** Licensees are strictly prohibited from subleasing, assigning or apportioning the whole or any part of their contracted space to any other business or individual.
7. A Certificate of General Liability Insurance naming the below entities as additional insureds in an amount of no less than \$1 Million per occurrence is required.
8. Vendors are required to be open Wednesday - Sunday from 9AM - 5PM and are expected to be open during all special events, which may include evening classes.
9. No alcohol is allowed to be consumed by vendors or given to show staff, exhibitors, etc. during show hours.
10. Vendor Spaces will not be reserved and are not guaranteed without full payment, an APPROVED application, and valid Certificates of Liability covering the entities listed in Item 11 below:
11. **NO VENDORS WILL BE ALLOWED TO MOVE-IN AND APPLICATION IS NOT CONSIDERED COMPLETE UNLESS A CURRENT CERTIFICATE OF INSURANCE IS SUBMITTED WITH THE APPLICATION STATING THE BELOW COMPANIES AS ADDITIONAL INSUREDS. NO EXCEPTIONS.**

West Palms Event Management
PO Box 1092
Camarillo, CA 93011

Horse Park at Woodside
3674 Sand Hill Road
Woodside, CA 94062

12. Please email your completed application form, full payment, certificate of insurance, and photo of booth set-up to:
Vendor@WestPalmsEvents.com

Should you prefer to pay by check, please make it payable to **West Palms Events** and mail it to:
West Palms Event Management, PO Box 1092, Camarillo, CA 93011

13. For further information, please email questions to Vendor@WestPalmsEvents.com



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VENDOR NAME: _____

PRODUCTS: _____

ADDRESS: _____

CONTACT PERSON'S NAME AND EMAIL: _____

CONTACT PERSON'S PHONE NUMBER DURING EVENT _____

VENDOR SPACE REQUESTED AT THE FOLLOWING SHOW(S):

SILICON VALLEY EQUESTRIAN FESTIVAL 1 SILICON VALLEY EQUESTRIAN FESTIVAL 2

BOOTH SPACE DESCRIPTION:

10'x10' Tent	\$150/Week _____ = \$ _____
10'x20' Tent	\$200/week _____ = \$ _____
Tent Trailer size up to 30'	\$250/Week _____ = \$ _____
Trailer size up to 40'	\$300/Week _____ = \$ _____
Trailer size greater than 40'	\$350/Week _____ = \$ _____
Trailer size greater than 50'	\$400/Week _____ = \$ _____

Dimensions of additional setup (ie: mannequin display, lawn, cabana, furniture, etc.) _____

Electricity - Desired AMPS as available 20 AMPS _____

All Applications received within 15 days of the start of the show will be assessed a \$100.00 late fee and acceptance is NOT guaranteed.

Signature: _____ Date: _____

By signing this you acknowledge and agree that you will stay open during the hours of the show and remain open during special evening classes.

Email Application, Insurance Certificate, Payment, and Photo of Booth Set-Up to: Vendor@WestPalmsEvents.com

We do our best to provide spaces of equal or similar visibility. Specific location requests will be accommodated as best as possible. Electricity will be provided as available but is not guaranteed. No reservations will be held without APPROVED and COMPLETED paperwork and appropriate fees. Payment is non-refundable. 3% fee will be applied with credit card payment.

Move-in day is Monday between 9AM - 5PM