



2020 Sacramento Spring and Woodside Vendor Application

Vendor applications are due 30 days prior to show any applications received less than 10 days prior to show will be charged a \$200 fee. Payment is due on set up day of the first week.. Please read all rules and requirements below.

1. 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.
2. 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.
3. The location of your booth will be determined by management.
4. 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.
5. 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.
6. A Certificate of General Liability Insurance naming the entities as additional insureds in an amount of no less than \$1 Million per occurrence is required. (see attached insurance page with names to be listed)
7. Vendors are expected to be open during the show and are expected to be open during all special events, which may include evening classes.
8. No alcohol is allowed to be consumed by vendors or given to show staff, exhibitors, etc. during show hours.
9. **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 WEST PALMS EVENTS AND THE FACILITY AS ADDITIONAL INSUREDS. VENDOR FEES MUST BE NO LATER THAN MOVE IN DAY. NO EXCEPTIONS.**
10. Please email your completed application form, certificate of insurance, and photo of booth set-up to: **Vendor@WestPalmsEvents.com**

Payment must be received by move in day, please make it payable to **West Palms Events** and mail it to:

West Palms Event Management, PO Box 1092, Camarillo, CA 93011

11. Show management will contact the vendor one week prior to discuss set up day and any necessary details.
12. For further information, please email questions to Vendor@WestPalmsEvents.com



Additional Insured Details

For all horse shows West Palms Events must be listed as an additional insured. See below for facility details. Each facility must also be listed as an additional insured.

**West Palms Events
PO Box 1092
Camarillo, CA 93011**

**Murieta Equestrian Center
7200 Lone Pine Dr
Rancho Murieta, CA 95683**

**The Horse Park at Woodside
3674 Sandhill Rd
Woodside, CA 94062**



2020 Vendor Application

VENDOR NAME: _____

PRODUCTS: _____

ADDRESS: _____

CONTACT PERSON'S NAME AND EMAIL: _____

CONTACT PERSON'S PHONE NUMBER DURING EVENT _____

Sacramento Spring Shows	
Sacramento Memorial Day Classic May 21-24, 2020	<input type="checkbox"/>
Sacramento Spring Classic May 27-31, 2020	<input type="checkbox"/>
Woodside Shows	
Woodside Spring Preview April 22-26, 2020	<input type="checkbox"/>
Woodside Spring Classic April 29 - May 3, 2020	<input type="checkbox"/>
Woodside Circuit Opener June 17-21, 2020	<input type="checkbox"/>
Bay Area Festival June 24-28, 2020	<input type="checkbox"/>
Golden Gate Classic July 1-3, 2020	<input type="checkbox"/>
Silicon Valley Equestrian Festival I August 19-23, 2020	<input type="checkbox"/>
Silicon Valley Equestrian Festival II August 26-30, 2020	<input type="checkbox"/>

BOOTH SPACE DESCRIPTION:

- 10'x10' Tent \$175/Week _____ = \$ _____
- 10'x20' Tent \$225/week _____ = \$ _____
- Tent Trailer size up to 30' \$275/Week _____ = \$ _____
- Trailer size up to 40' \$325/Week _____ = \$ _____
- Trailer size greater than 40' \$375/Week _____ = \$ _____
- Trailer size greater than 50' \$425/Week _____ = \$ _____

All Applications received within 10 days of the start of the show will be assessed a \$200.00 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.

Show management will contact the vendor one week prior to discuss set up day and any necessary details.

Email Application, Insurance Certificate, 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. Vendor must be paid no later than move in day. 3% fee will be applied with credit card payment, this fee is non-refundable.