



## 2020 Hansen Dam 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 INSURED. 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**

**Hansen Dam Equestrian Center LLC  
DBA Hansen Dam Horse Park  
11127 Orcas Ave  
Lake View Terrace, CA 91342**

**Army Corp of Engineers  
Att: Los Angeles Parks & Rec. Dept.  
Administrative Resources Div  
3900 W. Chevy Chase Dr M/S 628  
Los Angeles, CA 90039**



# 2020 Vendor Application

**VENDOR NAME:** \_\_\_\_\_

**PRODUCTS:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CONTACT PERSON'S NAME AND EMAIL:** \_\_\_\_\_

**CONTACT PERSON'S PHONE NUMBER DURING EVENT** \_\_\_\_\_

<b>Hansen Dam Shows</b>	
Fall Festival I September 24-27, 2020	<input type="checkbox"/>
Fall Festival II October 1-4, 2020	<input type="checkbox"/>
LA Season Finale November 12-15, 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](mailto: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.