



2025 Series Vendor Rules & Regulations

The following are the rules and regulations for retail vendors attending the 2025 Winter Equestrian Festival at Equestrian Sports Production dba Wellington International (WI).

Rules & Regulations

Rules and Regulations have been formulated in the best interest of all the vendors and made part of the contract for the 2025 Winter Equestrian Festival between the vendor and Wellington International (WI). All matters and questions not covered by these rules and regulations and the License Agreement are subject to the decision of WI. These rules and regulations may be amended by WI at any time with the understanding that notification of any amendments must be in writing to be binding on both parties.

Vendor Space Selection and Application: Application must be received by October 1, 2024. Applications must be fully completed and signed prior to submission. Priority is given to Sponsor Vendors and vendors that plan stay for entire circuit (13 weeks). Applications received after that date will be processed on a “space available” basis.

The following criteria will be followed for assigning spaces from applications received and approved:

- The order in which the application is received
- The length of time and size requested
- Compatibility with vendors in the same area
- Compatibility with event demographic

Vendor space preferences are weighed with the applicant’s choice, but it must be recognized that there may be several applications for the same exhibit space.

Vendors may be limited due to prior agreements and to assure variety in merchandise available to event attendees. Wellington International (WI) 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 your application has been reviewed and accepted.

A License Agreement is sent upon approval of Vendor Application must be completed, signed and returned to Equestrian Sport Productions LLC, Attn: Vendor Department Wellington International 14440 Pierson Rd, Wellington, FL 33414, by date stated within the license with payment due.

A Certificate of Liability Insurance must be provided for the entirety for the vendor’s approved length of stay. The Vendor agrees to indemnify Equestrian Sport Productions LLC and its affiliates to hold harmless of and from all claims for personal injury, death, or property damage and any other losses, damages, or expenses, including attorney’s fees, which arise out of, in connection with, or by any reason the use of space provided herein, by Equestrian Sports Productions LLC. The Vendor further agrees to undertake at its own expense the defense of any action that may be brought against Equestrian Sports Productions LLC claiming damages which are alleged to have arisen out of or by reason of the use of space, provided herein, by vendor. Vendor further agrees to carry and keep in force liability insurance with combined limits of liability for personal injury (including death) and property damage of \$1,000,000.00 per occurrence. The additional insured shall be named as additional insured parties. Operator/vendor shall furnish Equestrian Sport Productions LLC with a certificate of insurance in conformity with this paragraph as a precondition to exercising its rights hereunder. The Operator/vendor shall carry Workers Compensation as required by law. Additional Insured shall be Equestrian Sport Productions LLC of 14440 Pierson Rd., Wellington, FL 33414.



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A fully executed license agreement and certificate of insurance must be received by Wellington International by the date stated within the license agreement and before arrival at the venue. The vendor will not be permitted on the Wellington International premises to load in if these documents are not submitted as stated within the license agreement and payments due received.

Wellington Business License & Palm Beach County Tax Receipt

The Village of Wellington requires all vendors to have a Business License and Palm Beach County Local Business Tax Receipt. Both licenses are to be clearly displayed within the vendor space. All vendors must provide Wellington International with proof of license applications and payment to the Village of Wellington and Palm Beach County prior to set up.

Vendor Fee

Includes designated rental allotment with amenities.

Payment

A valid credit card on file is required. Please note that payment plans can be adjusted according to vendor request. Full payment for season vendors is due February 28, 2025, and for short term vendors before they move in.

Season Vendor

25% deposit on acceptance and confirmation of offer email
25% on or before December 1, 2024
25% on or before January 31, 2025
25% on or before February 28, 2025

Short Term Vendor

25% deposit on acceptance and confirmation of offer email.
75% on or before Jan 1, 2025, or before the load in.

Credit Card Payment

There will be a credit card authorization form with the Vendor License to be completed. Credit card payments are processed on the 1st and 15th of each month. There is a 3.5% credit card fee. Vendor must provide the payment method of wire transfer or check to remove/ avoid paying the credit card fee.

Check Payment

If you wish to pay by check, please make payable to “Equestrian Sport Productions LLO”, reference the invoice number and mail to:

ATTN: Mario Rosales
13501 South Shore Blvd, Suite 105
Wellington FL
33414

Wiring and ACH Instructions

This information will be on the vendor fee invoice.

Late Payment Fee

There is a late payment fee of \$100 which will apply 5 days after the due date. Additionally, there is a late payment penalty of an amount equal to 1.5% of payment due for each day after the date due through and including the date paid.



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Vendor Space Cancellations

Must be in writing and received 45 days before the event opening date. Late cancellations will result in no refund of all payments already made to Wellington International.

Contracted Spaces

Vendors agree not to assign, sub lease, subcontract, apportion or share the whole or part of the exhibit or vendor space assigned without consent of ESP/Wellington International. Vendors in violation of this agreement will be subject to loss of space at management's discretion.

Arrival, Set Up and Departure

No vendor will be permitted to load in unless the following has been received a week before load in date:

- Payment due according to payment plan
- Certificate of Liability Insurance
- Signed Vendor License

- Initial Load-In will be determined and scheduled with the Wellington International vendor team.
- Each vendor is responsible for scheduling arrival with vendor team. Early arrivals will be charged accordingly.
- The weekly set-up will be from 8am to 5pm on the Monday and/or Tuesday of each show week. A member of the vendor team will meet the vendor on scheduled move in day/ time. The team member will escort and direct the vendor to their assigned vendor space.
- Vendors are responsible for their own set up, fixtures and fittings and labor.
- Each vendor must be in place a half hour prior to the opening on the first show day (Wednesday of each week) and must have personnel at its exhibit/vendor area during all show hours.
- Vendors who do not open during designated show hours run the risk of being fined by show management (please see below).
- Each vendor must be removed from space by midnight of the last show date contracted (Sunday of each week of WEF).
- Vehicles will be allowed in the vendor area only for initial set up and final tear down. All set ups and tear down must be scheduled with the vendor management team.
- Vehicles will not be allowed in the vendor area at any other time without prior show management approval.
- Pop-up tents are not permitted.
- Management must authorize all umbrella installations.
- No racks, mannequins, displays, flags, seating, allowed outside footprint, e.g. on the walkway. Seating arrangements to be approved by vendor management.

Load-In Guidelines

- Vendor will be given a load in time which must be strictly adhered to as there may be multiple load ins for the same area.



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- Vendor will arrive at address given by the vendor management team (either 3400 Equestrian Club Drive/ spectator entrance or 14440 Pierson Rd/ Exhibitor entrance) depending on the location of vendor space.
- Vendor will be escorted to the area where they can unload. Vendors are responsible for their own set up, fixtures and fittings and labor.

Load-Out Guidelines

- Vendor will be given approximate load out time by management as load out can only commence when all showing is completed, and the venue is empty.
- Vendors must wait for the management to authorize when they can bring their vehicle to the loading area.
- The breakdown of the setup is the vendors responsibility.

Labor

Wellington International staff **WILL NOT** be available to support any load in, set up, breakdown and/or load out. It is the vendor's responsibility to provide their own labor for these activities.

Opening Hours

- Vendor opening hours are from 10am to end of day showing, usually 5pm.
- For vendors on Tiki Terrace, Bridge Deck, Hunter Hill and the International Club Lobby, opening hours include Saturday Night Lights classes from 6pm to end of showing in the International Ring (after jump- off round).
- Non-compliance with these opening hours, the vendor will incur the following penalties:
 - o First Violation: Written warning
 - o Second Violation: Fine of 50% of Weekly Vendor fee
 - o Third Violation: Vendor contract terminated and vendor to vacate booth.

Signage and Branding

- Signage and Promotional Branding displayed on the exterior structure or perimeter of vendor tent or trailer space will be restricted only to Official WEF sponsor brands
- All other vendors may brand the interior of vendor space.
- Wellington International reserves the right to approve exterior signage and promotional branding to ensure vendor brands promoted are not in conflict with Official WEF sponsor brands.
- Signage and Promotional Branding is defined as banners, posters, logoed table linens, flags, tents and any logoed item to be used as marketing of the brand that is not an Official event sponsor.
- (Wellington International will provide signage with the business name for their allocated space.) An elevated signage package is available with vendor branding at an additional cost.

Shipping and Receiving

- Vendors should use the “Just In Time” logistics method for their shipments. Packages should be received on site on Monday of their first week and no later than Sunday of their last week. Shipments received on site before or after these dates Wellington International reserves the right to ‘Return to Sender’.



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- Wellington International reserves the right to ‘Return to Sender’ for any reason which includes shipment being too large for our limited storage facilities.
- Freight shipments are to be approved by the vendor team prior to shipping and delivery of freight and are to be scheduled for Mondays of show week.
- There is a \$100 charge per pallet for (loading/unloading) that requires the assistance of Wellington International staff. A vendor representative is to be on the property at the time of freight delivery.
- All shipments are to be sent to following address:
ATTN: Vendor Name,
C/O Wellington International,
14440 Pierson Rd,
Wellington, FL,
33414
- All shipments are the responsibility of the recipient vendor who cannot hold WI responsible for any loss or damage.
- All costs for shipments are the responsibility of the vendor.
- Wellington International encourages our vendors to seek off-site storage for their stock.

Vendor Marketing

Wellington International is under no obligation to promote vendors on their social media platforms and/or website. Any vendor marketing provided by Wellington International is at the discretion of the WI marketing team. Additional marketing packages are available upon request.

Security

The safeguarding of vendor’s property during the event or after the event hours is the vendor’s responsibility. All property left in the vendor space during or after the event will be left at the vendor’s risk. It is the responsibility of the vendors, individually or collectively, to arrange for security for their exhibit/vendor space. Wellington International will not be responsible for the security of each individual exhibit/ vendor space.

Solicitation

Solicitation of business is not allowed. Vendor agrees not to distribute advertising materials, display signs, or otherwise solicit any business outside of their vendor space.

Contracted Spaces

Vendors agree not to assign, sub-lease, subcontract, apportion or share the whole or part of the exhibit/vendor space assigned without consent of Wellington International. Vendors in violation of this agreement will be subject to loss of space at management’s discretion.

Conduct

Wellington International’s goal is to have a safe experience at their competition events. Vendor representatives’ conduct may not infringe on or interfere with the rights and privileges of other vendors or of persons participating in the event and must abide by the USEF Code of Conduct listed below.



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USEF Code of Conduct

The purpose of this Code of Conduct is to establish the United States Equestrian Federation's ("USEF") common expectations in the sport of equestrian. It is a foundation intended to promote a positive environment and good sportsmanship. As ambassadors for the sport of equestrian, this Code of Conduct applies to the following individuals at all times: Board of Directors, Officers, volunteers (including all committee, council, and task force members), employees, members, participants, athletes (and athlete support personnel), owners, competition organizers and managers, licensed officials, coaches, chefs d'equipe, and others appointed or authorized to act on behalf of the USEF:

- Act as an ambassador of the sport and in a manner that does not bring embarrassment to USEF, or otherwise may be detrimental to the image or reputation of USEF or the sport of equestrian.
- Adhere to the highest standards and rules and regulations, policies, and procedures of USEF, including the Sportsman's Charter, and the Fédération Equestre Internationale ("FEI"), as applicable.
- Adhere to the USEF Safe Sport Policy, U.S. Center for SafeSport Code, and Minor Athlete Abuse Protection Policies.
- Adhere to the rules governing fair play and competitive manipulation adopted by the USEF (see USEF Prevention of the Manipulation of Competition Policy) and, as applicable, the FEI, the United States Olympic and Paralympic Committee (see Olympic Movement Code on the Prevention of the Manipulation of Competitions), and the International Paralympic Committee (see Code of Ethics Section 6.4).
- Adhere to all applicable state, federal, and foreign laws, as applicable, including those governing the possession and use of drugs and alcohol and providing of drugs to any person and alcohol to minors.
- Place the well-being, health, and safety of horses and others above all other considerations, including developing performance.
- Engage in no verbal or physical threats against others.
- Instruct one's support team in sportsmanship and demand that they display good sportsmanship.
- Model fair play, respect, and the highest levels of sportsmanship.
- Model inclusive behavior, supporting diversity while opposing all types of discrimination, including racism and sexism, at all levels of the sport.
- Promote the sport of equestrian and treat officials, athletes, coaches, trainers, support personnel, participants, media, and fans: fairly, properly, justly, professionally, respectfully, with sensitivity, and without any form of discriminatory behavior.
- Report Code of Conduct violations. Code of Conduct violations must be reported promptly to the Wellington International Vendor Team at vendor@wellingtoninternational.com.

For more information, visit: <https://www.usef.org/forms-pubs/kjRTgU9f18/code-of-conduct>



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Vendor Parking Passes

Each vendor will receive parking passes upon arrival. Additional parking passes are \$500.00 each regardless of length of stay.

100 square foot = 1 car pass

200 square foot = 2 car passes

400 square foot & above = 3 car passes

Trailers = 2 car passes

Alcohol

Alcoholic beverages are NOT PERMITTED within the exhibit/vendor space, unless contracted with the Wellington International catering partner, White Horse Catering. Vendors are at risk of being fined and/or have their contract terminated and asked to leave the venue for alcohol violations.

Signature: _____

Print Name: _____ Date: _____