



## Vendor Rules and Regulations

**The following are the rules and regulations for retail vendors attending the 2024 Winter Equestrian Festival at Wellington International ("WI") / Equestrian Sport Productions, LLC.**

**Vendor Space Selection and Application:** Application must be received by August 15, 2023. 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.

A non-refundable service fee of \$200 is required with your application. Applications submitted without service fee will not be considered. If the vendor is accepted, the \$200 service fee will be treated as non-refundable and will be applied toward the total vendor fees.

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 and fees 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 Sport Productions LLC. The Vendor further agrees to undertake at its own expense

the defense of any action that may be brought against Equestrian Sport 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

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 risk not being 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. Applications forms are available from: <https://www.wellingtonfl.gov/1050/Business-Tax-Forms>

Vendor Fee includes designated rental allotment with amenities.

**Payment:** A valid credit card on file is required, complete and return the enclosed Credit Card Authorization Form. A non-refundable service fee of \$200 is due with vendor application. Upon acceptance of the application, the service fee will be applied toward the total vendor fees.

**Payment Plan:**

**Season:** 25% with signed lease and COI, 50% due before load in on Jan 1 and 25% due Feb 1.

**4 Weeks:** 25% with signed lease and COI, 75% Dec 15<sup>th</sup>

**8 Weeks:** 25% with signed lease and COI, 25% Nov 15<sup>th</sup>, 50% Dec 15<sup>th</sup>

\*\* 3.5% Credit Card Admin Fee

**Wiring and ACH Instructions:**

**Bank Address:** Synovus Bank, 1148 Broadway, Columbus, GA 31901

**Account Name:** Equestrian Sport Productions LLC, 14440 Pierson Rd, Wellington, FL 33414

**Account Number:** 2113334400 **Domestic Payments ABA Routing Number:** 061100606

**International Wires:** SWIFT Code FICOUS44 all WIRE fees at the sender's expense, select "All Bank charges paid by remitter" (OUR) option.

**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.

Cancellations of vendor space must be in writing and received 45 days prior to the event opening date. Deposits due with Vendor Application are **non**-refundable.

**Arrival, Set Up and Departure**

- Initial Load-In will begin Monday January 1, 2024, for WEF.
- 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 Tuesday of each show week.
- 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).
- Vendors are responsible for their own set up, fixtures and fittings and labor.
- Each vendor must be removed from space by midnight of the last show date contracted (Sunday of each week of WEF).
- Season Vendor with trailers must be removed by Monday April 8, 2024, those trailers not removed will be charged accordingly.

- 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 must be escorted by members of the vendor team to vendor location upon arrival.
- 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.

### Initial **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.
- 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.

### Initial **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.

WI team members are available to assist for a maximum of 2 hours and after which a charge of \$50 per man hour will be applied.

### Initial **Opening Hours**

- Vendor opening hours are from 9am to end of day showing, usually 5pm.
- For vendors on Tikki 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).
- If the vendor does not comply with these opening hours the following penalties will apply:

**First Violation:** Written warning

**Second Violation:** Fine of 50% of Weekly Vendor fee

**Third Violation:** Vendor contract terminated and vendor to vacate booth.

### Initial **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.***
- Sales promotion signage is not allowed, inside or outside the exhibit/vendor allocated space.

### Initial **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'.
- 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*, Rep Name and telephone number, C/O 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**

Initial 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 and signage packages are available upon request.**

### **Security**

Initial 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**

Initial Solicitation of business is not allowed. Vendor agrees not to conduct interviews or demonstrations, distribute advertising materials, display signs, canvas or otherwise solicit any business or conferences in the interest of business for any business other than the one for which vendor/exhibit space is requested.

### **Contracted Spaces**

Initial 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**

Initial The conduct of vendor representatives may not infringe upon or otherwise interfere with the rights and privileges of other vendors or of persons participating in the event. All complaints are to be made in writing via email to [vendor@wellingtoninternational.com](mailto:vendor@wellingtoninternational.com)

### **Vendor Parking Passes**

Initial 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**

Initial Alcoholic beverages are not allowed within the exhibit/vendor space, unless contracted with the Wellington International catering partner, White Horse Catering. Vendor locations may be subject to random searches for alcohol violations by Wellington International security. Vendors are at risk of being fined and/or have their contract terminated and asked to leave the venue for alcohol violations.

### **Rules & Regulations**

Initial Rules and Regulations have been formulated in the best interest of all the vendors and made part of the contract for the 2024 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.