



Murieta Equestrian Center

2023 VENDOR APPLICATION

Business Name: _____ Contact Name: _____
Business Phone: _____ Fax: _____
Cell Phone: _____ Email: _____
Mailing Address: _____ State: _____ Zip: _____
Type of Business: _____
Vendor Footprint Size: _____
(Please indicate size of trailer/tent/awning)

Table with 5 columns: Type of Vendor Space, Check, Tier 1 Show, **Tier 2 Show**, and Equine Spas. Rows include Vendor Space (10x10, 10x20), Mobile Space (30' and under, 31' and over), Non-Profit Rate (501c3), and Equine Spas.

** Indicates Premium Show**

*** A CLEAN UP FEE of \$150 WILL BE ASSESSED IF SPACE IS NOT LEFT IN ITS ORIGINAL CONDITION***

Any and all debris must be disposed of in appropriate locations.

WPEM, HMI and CDS Championship Show must be contracted directly with show management.

Release of Liability and Terms of Agreement

I HEREBY AGREE TO RELEASE AND HOLD HARMLESS THE MURIETA EQUESTRIAN CENTER AND COSUMNES CORPORATION, THEIR SHAREHOLDERS, OFFICERS, EMPLOYEES, AGENTS, INSTRUCTORS, EQUIPMENT MANUFACTURERS, LESSORS, AND INSURERS (HEIRINAFTER COLLECTIVELY REFERRED TO AS "PARTIES RELEASED"), THE MANAGEMENT OF THIS SHOW OR ANY OF ITS MEMBERS OR AGENTS AND/OR OWNERS FROM ANY LOSS, DAMAGE OR INJURY, SICKNESS OR DISEASE (INCLUDING COMMUNICABLE DISEASES) RESULTING FROM PARTICIPATION IN THIS EVENT.

DATE _____ SIGNATURE _____
PRINT NAME _____



Murieta Equestrian Center

2023 VENDOR RULES & REGULATIONS

RESERVATION/DEPOSIT: To process your application and assure you have a space in the show(s) of your choice, **we require a valid credit card number and a deposit of \$25 per show.** Balance of the vendor fee will be due **one week** before the first day of each show. We also accept checks as payment for the show(s). We also require a credit card on file. You authorize MEC to charge your credit card for deposit, remaining balance due for vendor fee and clean up fee.

All vendor applications are due seven (7) days prior to the show/event.

SPACE ASSIGNMENT: MEC/WCEF will assign spaces based upon size of show, rented space, insurance and signed contract on file. Assigned vendor spaces will in no way be dependent upon vendor locations from previous or upcoming shows. **MEC works closely with the show producers to optimally place vendors and to ensure we stay within the guidelines required for safety and fire department regulations. We will finalize vendor layouts five (5) days prior to the event and will not be able to place vendors after the deadline. Vendor locations will be emailed one week before the show. Please check your spot, if you are in the wrong spot, it will be your responsibility to move.**

GARBAGE: All vendors are required to take their trash to the dumpsters. If trash is left in roadways/vendor area, you will be charged a cleanup fee of \$50.

HOURS OF OPERATION: Vendors are required to open by 9 AM each day of the show and close no earlier than 5 PM. Vendors are required to remain in operation until the completion of the last day of the show. Vendors not following the above operation guidelines, will result in a \$100 penalty.

PACKAGES: Packages being mailed to MEC, must include, show name, company name, and MEC facility. Packages must be picked up upon arrival in the facility office. MEC is not responsible for packages.

TRAILER STORAGE: You may store your trailer on property for \$50 a week (\$200 a month). MEC is not responsible for any damaged or stolen property. Vendor booths may not be left up between shows unless management approval is given. If approved, a \$50 per week fee will be charged.

PROFESSIONAL CONDUCT: Vendors and their personnel will be expected to maintain a businesslike attitude throughout the show. Anyone acting in an unprofessional, belligerent, or defamatory manner towards other vendors, sponsors, exhibitors, or show personnel, or conducting themselves in any manner unbecoming the Horse Show, will be subject to eviction from the premises. Conduct that detracts in any way from Show Management's goal of producing a professional and enjoyable show will not be tolerated, under any circumstances.

LIABILITY INSURANCE: **All Vendors are required to provide proof of Liability Insurance no later than one week prior to show starting.** The Murieta Equestrian Center must be listed on the policy while on site and the policy must be no less than One Million Dollar's in liability coverage.

REFUNDS/ LATE BOOKING: Cancellations must be *in writing* and received in our office within *TWO* weeks prior to the start of show to receive full refund. There will be no refunds if you cancel within *TWO weeks of the show.* There will be at \$25 late fee for booking within the *ONE* week before the show starts. **NO EXCEPTIONS.**

SET-UP: Set-up is between 9:00 AM and 6:00 PM the day before the show and between 6:00 AM – 7:00 AM only the day(s) of the show. Vehicles must be removed by 7:00 AM each day. **NO EXCEPTIONS. ALL VEHICLES MUST BE PARKED IN THE DESIGNATED PARKING LOTS.**

DATE _____

SIGNATURE _____