



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: \_\_\_\_\_ Power Needs [ ] 30amp [ ] 50amp
(Please indicate size of trailer/tent/awning)

Table with 3 columns: Vendor Size/Type Vendor Space, Rate\*, Non-Profit Rate\*\*. Rows include 10x10', 10x20', 20-30' and under, 31' and over, and Equine Spas.

\*Vendor rate includes power hook-up
\*\*Please provide proof of 501(c)3 status

Please note, that the Western States Horse Expo, Sacramento International Horse Show, West Palms Event Management, and CDS Championship Shows 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 (HEREINAFTER 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 ensure 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 the deposit, remaining balance due for vendor fee and the clean up fee.

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

**SPACE ASSIGNMENT:** MEC/WCEF will assign spaces based on the size of the 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 should operate store hours within show hours.

**PACKAGES:** Packages being mailed to MEC, must include, the 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 the property for a fee of \$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. **Vendors must be in good standing with MEC, Western States Horse Expo, WCEF, the WCEF Board of Directors, owners and management.**

**LIABILITY INSURANCE:** All Vendors are required to provide proof of Liability Insurance **no later than one week prior to the 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 Dollars in liability coverage.

**REFUNDS/ LATE BOOKING:** Cancellations must be *in writing* and received in our office within *TWO* weeks prior to the start of the show to receive a full refund. There will be no refunds if you cancel within *TWO weeks of the show.* There will be a \$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 \_\_\_\_\_