



MNF CHARITY HORSE SHOW - December 5-8, 2024

Horse Show Vendor/Christmas Market Application

Vendor applications are due 15 days prior to the show any applications received less than 5 days before show will be charged a \$200 fee. Payment is due on the set up day of the first week.

Please read all the 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 products. 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 THE 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 INSUREDS. VENDOR FEES MUST BE NO LATER THAN MOVE-IN DAY. NO EXCEPTIONS.**
10. **Email Application, Insurance Certificate, and Photo of Booth Set-Up to:**
andrea@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. Vendors must be paid no later than move in day. 3% fee will be applied with credit card payment, this fee is non-refundable.
11. Show management will contact the vendor one week prior to discuss the set up day and any necessary details.
12. For further information, please email questions to andrea@westpalmsevents.com

Additional Insured Details

Michael Nyuis Foundation
PO Box 1092
Camarillo, CA 93011

West Palms Events
PO Box 1092
Camarillo, CA 93011

CARMA
285 W. Huntington Drive
Arcadia, CA 91007

ASM Global/ Its Agents and Employees
ASM Events Office
480 Riverside Drive
Burbank, CA 91506

City of Los Angeles
200 North Spring Street
Los Angeles, CA 90012

Company Name: _____

Product: _____

Instagram Handle (if you have one): _____

Contact Person: _____

Phone # During Event: _____

Email: _____

OPTION 1: Christmas Market Space (Sat/Sun only)

- Christmas Market Space - 10' x 10' tent space -\$50/weekend

Market Hours: Saturday 10:00 - 7:00 Sunday 10:00 - 5:00

OPTION 2: Horse Show Vendor - Thursday, December 5 to Sunday, December 8

Vendors are expected to set up on Wednesday, December 4

- 10'x10' Tent \$175/Week
 10'x20' Tent \$225/week
 Trailer size up to 30' \$300/Week
 Trailer size up to 40' \$400/Week
 Trailer size greater than 40'/\$500/Week

Equine Spa vendors need to reach out prior to the show to confirm pricing and location based on venue infrastructure.

Additional Space available for trailers above 50' - please contact andrea@westpalmsevents.com