



## Vendor Application | 2018 Central California Show Series

Central California Memorial Day Classic: May 23-27, 2018  
Central California Classic: May 30-June 3, 2018  
Central California Fall Classic: October 31 – November 4, 2018  
Central California Oak Tree Classic: November 7-11, 2018

**Please provide a photo of your vendor setup with your application and required paperwork.**

**Please type or print legibly.**

1. You will be notified via email of acceptance of your attendance with move-in date, time, and additional information. In order for your application to be processed, your **Completed Application, Payment, and Insurance Certificate** must be received at least 30 days prior to the event. Any application received within 15 days of the event will be considered late and subject to late fee(s).
2. 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. **\*Sales of watches is strictly prohibited and jewelry must be pre-approved 60 days in advance. No saddles may be offered for sale new or used.**
3. Our policy is to accept Vendors as space permits, while limiting the number of Vendors with similar product. We reserve the right to decline an application without cause.
4. The location of your booth will be determined by management.
5. 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.
6. **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.
7. A Certificate of General Liability Insurance naming the below entities as additional insureds in an amount of no less than \$1 Million per occurrence is required.
8. Vendors are required to be open Wednesday - Sunday from 9AM - 5PM and are expected to be open during all special events, which may include evening classes.
9. No alcohol is allowed to be consumed by vendors or given to show staff, exhibitors, etc. during show hours.
10. Vendor Spaces will not be reserved and are not guaranteed without full payment, an APPROVED application, and valid Certificates of Liability covering the entities listed in Item 11 below:
11. **NO VENDORS WILL BE ALLOWED TO MOVE-IN AND APPLICATION IS NOT CONSIDERED COMPLETE UNLESS A CURRENT CERTIFICATE OF INSURANCE IS SUBMITTED WITH THE APPLICATION STATING THE BELOW COMPANIES AS ADDITIONAL INSUREDS. NO EXCEPTIONS.**

**West Palms Event Management**  
2683 Via de la Valle Ste G-717  
Del Mar, CA 92014

**Paso Robles Horse Park**  
Paso Robles Horse Park Foundation  
3801 Hughes Parkway  
Paso Robles, CA 92648

12. Please email your **completed application form, full payment, certificate of insurance, and photo of booth set-up to:**  
[Matt@WestPalmsEvents.com](mailto:Matt@WestPalmsEvents.com)

Should you prefer to pay by check, please make it payable to **West Palms Events** and mail it to:

**West Palms Event Management**  
2683 Via de la Valle Ste G-717  
Del Mar, CA 92014

13. For further information, please email questions to [Matt@WestPalmsEvents.com](mailto:Matt@WestPalmsEvents.com)

