



## Vendor Application | 2018 Flintridge Show Series

**2018 - 50% OFF STANDARD RATE**

97th Annual Flintridge Horse Show: April 26-29, 2018  
Flintridge Autumn Classic: September 26-30, 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.**
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**  
**PO Box 1092**  
**Camarillo, CA 93011**

**Flintridge Riding Club**  
**4625 N Oak Grove Dr**  
**La Canada Flintridge, CA 91011**

12. Please email your **completed application form, full payment, certificate of insurance, and photo of booth set-up to:**  
**[Vendor@WestPalmsEvents.com](mailto:Vendor@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**  
**PO Box 1092**  
**Camarillo, CA 93011**

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



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VENDOR NAME: \_\_\_\_\_

PRODUCTS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CONTACT PERSON'S NAME AND EMAIL: \_\_\_\_\_

CONTACT PERSON'S PHONE NUMBER DURING EVENT: \_\_\_\_\_

VENDOR SPACE REQUESTED AT THE FOLLOWING SHOW(S):

97th Annual Flintridge  Flintridge Autumn Classic

**\*ALL VENDORS ATTENDING TWO (2) CONSECUTIVE WEEKS OF THE FLINTRIDGE SHOW SERIES WILL RECEIVE A 10% DISCOUNT.**

**BOOTH SPACE DESCRIPTION: 2018 DISCOUNTED RATES**

10'x10' Tent \$175/Week \_\_\_\_\_ = \$ \_\_\_\_\_

10'x20' Tent \$225/week \_\_\_\_\_ = \$ \_\_\_\_\_

Trailer size up to 30' \$275/Week \_\_\_\_\_ = \$ \_\_\_\_\_

Trailer size up to 40' \$325/Week \_\_\_\_\_ = \$ \_\_\_\_\_

Trailer size greater than 40' \$375/Week \_\_\_\_\_ = \$ \_\_\_\_\_

Trailer size greater than 50' \$425/Week \_\_\_\_\_ = \$ \_\_\_\_\_

Dimensions of additional setup (ie: mannequin display, lawn, cabana, furniture, etc.) \_\_\_\_\_

Electricity - Desired AMPS as available 20 AMPS \_\_\_\_\_ 30 AMPS \_\_\_\_\_ 40 AMPS \_\_\_\_\_

*All Applications received within 15 days of the start of the show will be assessed a \$200.00 late fee and acceptance is NOT guaranteed.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*By signing this you acknowledge and agree that you will stay open during the hours of the show and remain open during special evening classes.*

Email Application, Insurance Certificate, Payment, and Photo of Booth Set-Up to: [Vendor@WestPalmsEvents.com](mailto:Vendor@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 and appropriate fees. Payment is non-refundable.

**Move-in day is Tuesday between 9AM - 5PM**