

2022 WASHINGTON INTERNATIONAL HORSE SHOW

Show Place Arena | Upper Marlboro, MD
October 24-30, 2022

BOUTIQUE VENDOR INFORMATION PACKET



Washington International Horse Show
CSI 5*-W | October 24 – 30, 2022
Competition at The Show Place Arena
Hospitality & Entertainment at National Harbor





WASHINGTON INTERNATIONAL HORSE SHOW

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2022 APPLICATION DEADLINES & STEPS

Please note the following application deadlines:

- **July 1, 2022:** Regular Application Deadline
- **August 1, 2022:** Refund Deadline
- **September 1, 2022:** All Vendor Balances Due

To secure a 2022 Boutique Vendor Space, please sign and submit a completed application, including:

- A signed Boutique Vendor Agreement (2 pages)
- A signed Boutique Vendor Insurance Clause
- ~~A Certificate of Liability Insurance with the following listed as additional insured for October 24-30, 2022:~~
 - “WASHINGTON INTERNATIONAL HORSE SHOW, LTD (WIHS), 1320 Cape St. Claire Road, #615 Annapolis, MD 21409”
- A 50% deposit, made payable to Washington International Horse Show, at the time of application. The balance must be received no later than September 1, 2022.

Space assignments will be made for applications received by July 1, 2022 as available. Applications received after that date will be processed on a “space available” basis.

You will not be allowed to participate at WIHS if you have not handed in all of the necessary paperwork and paid your balance in full prior to the event.

The 63rd Annual Washington International Horse Show will be held at the Show Place Arena in Upper Marlboro, MD from October 23 – 30, 2022. Below, please find important details regarding Boutique Vendor spaces at WIHS. If you have any questions or concerns, please contact Evan Phinney at 202-525-3679 or evan@wihs.org.

SPACES

SPACE SIZES AND PRICES

WIHS is pleased to offer three (4) Boutique Vendor Space options and two (2) location options for the event (depth x width):

Space Size (depth x width)	Space Price
Indoor Standard – 10' x 6'	\$1,300.00
Indoor Double – 20' x 6'	\$2,300.00
Outdoor Tent – 10' x 10'	\$1,000.00
Outdoor Trailer – Max Length 45'	\$1,500.00

Please note: Tenting is not allowed for any indoor space! Tents are available for rental for outdoor spaces through

Electricity is available and included for all spaces upon request. Electricity must be requested in your form below.

If you bring your own tent for outside, it must fit within the sizing parameters outline above. Maximum of two 10' x 10' outdoor spaces per vendor.

SPACE ASSIGNMENTS

Space assignments will be made for applications received by July 1, 2022 while spaces lasts. Applications received after that date will be processed on a “space available” basis.

VENDOR SPACES: WHAT THEY INCLUDE

- An assigned vendor space along the concourse or outdoor vendor row
- Pipe & Drape for all indoor spaces
- Laminated booth sign
- Three (3) vendor wristbands (per vendor space), granting access to the Show Place Arena concourse
- Inclusion in a targeted e-mail blast to the WIHS mailing list
- Inclusion of vendor name and description in the Official 2022 WIHS Program and website, www.wihs.org.

VENDOR SPACES: WHAT THEY DO NOT INCLUDE

Boutique Vendor Spaces do not include: Wi-Fi/Internet, electricity, phone, tables, furniture rentals, decorations, private security, or access to the WIHS Exhibitor Lounge. Additional amenities are available for purchase via WIHS and our our trade show/exhibits provider, in early September 2022 when information is distributed.

Please note: There is **no additional storage** at WIHS. Additionally, **we do not guarantee Wi-Fi** and wireless access is available as a courtesy only and should NOT be relied upon to run credit card transactions. Service may be interrupted during high traffic periods. If you plan to run credit card transactions via the internet, you are responsible for securing your own wireless card and account. Please make sure all firewall software is up to date.

AMENITIES

ADDITIONAL AMENITIES FOR PURCHASE FROM WIHS

Leading up to the show, boutique vendors will have the opportunity to purchase additional amenities from WIHS and our trade show/exhibits provider to make their 2022 experience as easy and stress free as possible!

WIHS is offering the following amenities in an a la carte option in preparation for the 2022 event:

- **Exhibitor's Lounge Wristbands (\$300 each)**
 - Purchase an Exhibitor's Lounge Wristband to gain access to the Exhibitor's Lounge for complimentary breakfast, lunch, snacks and refreshments from 5:00 AM-2:00 PM daily. Please note: Wristbands distributed to vendors as part of their agreement do not provide access to the Exhibitor's Lounge.
- **Basic table (\$25)** Skirting not included
- **Basic chair (\$10/chair)**
- **Electric Hook Up (\$50, max one line per booth)**

ADDITIONAL AMENITIES FOR PURCHASE FROM TRADE SHOW/EXHIBIT PROVIDER

All additional booth amenities, including tables, chairs and electricity, will be available via our trade show/exhibits provider. WIHS will send vendors the amenities packet in early September 2022.

***NEW LOWER PRICED* VENDOR SPONSORSHIP BUNDLE**

Get more bang for your buck by purchasing our Boutique Vendor Sponsorship Bundle for an additional \$1,000!

The sponsorship bundle features all of the benefits of a premium booth space in addition to the following:

- Two (2) exhibitors lounge wristbands to gain access to breakfast and lunch daily throughout the week
- Advertising opportunities in the WIHS Program or Prize List
- One (1) social media post leading up to WIHS
- One (1) daily public address announcement
- Logo on the Show Place Arena scoreboard

To see the included sponsor benefits in comparison to other vendor packages, please see the 2022 Vendor Packages Chart included on page 6 of this packet.

TIMELINES AND ADDITIONAL INFORMATION

MOVE-IN & MOVE-OUT PROCEDURES

Boutique Vendor Space rental is for eight (8) days, from **Sunday, October 23, 2022 (Move-In Day)** through **Sunday, October 30, 2022 (Move-Out Day)**. All vendors are required to move-in and move-out during these times and locations:

Move-In: Sunday, October 23, 2022

- **9:00 AM- 3:00 PM**
 - Hired help and carts will be on-site and available
 - Vendors may not have access to help, carts, and parking adjacent to the building past 3pm

Move-Out: Sunday, October 30, 2022: Following the Conclusion of the Horse Show

- **5:00 PM-9:00 PM**
 - Vendors will be permitted to pack up and leave once the daytime performances have finished. This is usually around 5:00 PM.
 - Hired help and carts will be on-site and available during this time

Please note: All vendors must be completely set-up by 8:00 AM on Monday, October 22, 2022 to comply with The Show Place Arena's fire code and regulations. There are no exceptions for move-in and move-out dates and times. Spaces along the concourse will be taped off and marked with a printed and laminated sign.

***NEW* HOURS OF OPERATION**

During show week, daytime performances run from 8:00 AM- 5:00 PM, Monday through Sunday and evening performances run from 6:00 PM-10:30 PM, Thursday-Saturday. To ensure you catch the prime shoppers, WIHS suggests that all vendors adhere to the following hours of operation during show week:

- **Mandatory Daytime Performance Hours of Operation (THURSDAY-SUNDAY): 12:00-4:30 PM**
- **Mandatory Evening Performance Hours of Operation (ALL): 6:00-9:30 PM**
- **Sunday Day, 10/29/22, Mandatory Hours of Operation (Last Day of Show): 10:00 AM- 4:00 PM**

Of course, we encourage vendors to be open for more hours if your schedule allows! Additionally, please keep in mind that WIHS hosts several special evenings and events for families and spectators, including:

- *Thursday Evening (10/27/22): Barn Night*
- *Friday Evening (10/28/22): Military Night*
- *Saturday Evening (10/29/22): President's Cup Grand Prix*
- *Sunday Afternoon (10/30/22): Pony Hunt Teams*

SECURITY

The Show Place Arena is secure 24/7 with security and there will be guards walking the concourse at night. You will not have a specific guard at your vendor space after hours. Although we do what we can to protect our vendors, it is **highly recommended** that you lock up, cover up, or personally secure your items, as WIHS/PGEC will not be held responsible for them. Please contact Evan Phinney at evan@wihs.org to make all private security arrangements by October 1, 2022.

TAX

The Maryland sales tax rate is 6%. Please include this when pricing your goods and merchandise.



WASHINGTON INTERNATIONAL HORSE SHOW 2022 VENDOR PACKAGES

PRICES & BENEFITS		SPONSOR	CLASSIC
Standard Indoor	6' x 10' Space	\$2,300	\$1,300
Double Indoor	6' x 20' Space	\$3,300	\$2,300
Outdoor Tent	10' x 10' Space	\$2,000	\$1,000
Outdoor Trailer	Max 45' Long	\$2,500	\$1,500
Electricity		✓	✓
Three (3) Vendor Wristbands		✓	✓
Pipe and Drape for Indoor Spaces, and a Laminated Booth Sign		✓	✓
Logo Inclusion on 2022 Official WIHS Program Vendor Page and on WIHS Website with links		✓	✓
Inclusion in targeted e-mail to WIHS mailing list		✓	✓
Two (2) Exhibitor Lounge Wristbands		✓	
Either one (1) full-page four color ad in digital WIHS Prize List and WIHS Official Program		✓	
One (1) Daily PA Announcement		✓	
Logo Presence on Official Rotating Scoreboard During Show		✓	
One (1) Dedicated WIHS Social Post		✓	



WASHINGTON INTERNATIONAL HORSE SHOW 2022 BOUTIQUE VENDOR AGREEMENT

To secure a 2022 Boutique Vendor Space, vendor must sign and return a completed application, which includes:

- A Signed Boutique Vendor Agreement (2 pages)
- A Signed Boutique Vendor Insurance Clause
- A Certificate of Liability Insurance with the following listed as additional insured for October 24-30, 2022: **“WASHINGTON INTERNATIONAL HORSE SHOW, LTD (WIHS), 1320 Cape St. Claire Road, #615 Annapolis, MD 21409”**
- A 50% deposit, made payable to Washington International Horse Show, is due at the time of application to secure a vendor space. The balance must be received no later than September 1, 2022. If the balance is not paid at this time, your space is subject to be given to another vendor.

You will not be allowed to participate at WIHS if you have not handed in all of the necessary paperwork and paid your balance in full prior to the event.

The following criteria will be followed for assigning spaces from applications received: 1.) The order in which the application is received; 2.) The number of years the vendor has exhibited at WIHS; 3.) The space size requested; 4.) The space location requested (Premium or Value); 5.) Compatibility with other vendors in the same area; 6.) As spaces are available

CANCELLATION POLICY

To terminate your agreement, please provide written notice to WIHS by August 1, 2022. Upon termination, a 25% termination fee will be charged (50% of original deposit, or 25% of full payment). No refunds, of any kind, will be made for any reason, after August 1, 2022.

ADDITIONAL INFORMATION

- **Set-Up and Breakdown:** All vendors must be fully set-up at the Show Place Arena by 8:00 AM on Monday, October 24, 2022 and completely removed by 10:00 PM on Sunday, October 30, 2022. **No exceptions!**
- **Regulations:** Vendors must abide by all fire regulations, keep vendor spaces clean, keep suite vestibules behind spaces clear, not endanger public safety and not inconvenience other vendors.
- **Vendor Merchandise:** WIHS reserves the right to prohibit the sale of any merchandise it deems inappropriate in its sole discretion.
- **Exclusivity:** No exclusivity will be granted to any vendors.
- **Dispute Resolution:** Disputes arising from any cause whatsoever shall be settled by the WIHS Executive Director, whose decision shall be final. WIHS reserves the right to terminate the relationship with any vendor in violation of this agreement. No refunds will be granted.

I have read and agree to the terms listed above:

Authorized Signature:

Date:

Print Vendor Name:



WASHINGTON INTERNATIONAL HORSE SHOW 2022 BOUTIQUE VENDOR AGREEMENT

Boutique Vendor Name (as you wish to be listed in the Program): _____

Boutique Vendor Description (as you wish to be listed in the program and on the website): Contact Name: _____

Contact Address: _____

City/State/Zip Code: _____

Phone: _____ Email: _____

*Please submit logo and social media links with application (for WIHS website)

Size of Preferred Space (please circle/highlight):

INDOOR SPACE	OURDOOR SPACE
Standard - \$1,300	Tent - \$1,000
Large - \$2,300	Trailer - \$1,500

Size of Preferred Space: _____ **Cost of Preferred Space:** \$ _____

Yes, I would like to purchase a *SPONSORSHIP BUNDLE* (\$1,000) \$ _____

Yes, I would like to purchase the following WIHS amenities:

- o 5' Table Rental (\$25/table) Qty: \$ _____
- o Chair Rental (\$10/chair) Qty: \$ _____
- o Exhibitor Lounge Wristband (\$250 each) Qty: \$ _____
- o Electric Hook Up (\$65 indoor and outdoor) Qty: \$ _____

TOTAL \$ _____

PAYMENT ENCLOSED \$ _____

Payment by Check: Please make check payable to *Washington International Horse Show* and mail to:

Washington International Horse Show, 1320 Cape St. Clair Rd #615; Annapolis, MD 21409

Payment by Credit Card:

Credit Card Number: _____

Name on Card: _____ Expiration: _____ CCV Code: _____

Charge the balance due to this card on **September 1, 2022**.

Authorized Signature: _____ Date _____

A 50% deposit is required at the time of application. No refunds will be made after August 1, 2022.



WASHINGTON INTERNATIONAL HORSE SHOW 2022 VENDOR INSURANCE CLAUSE

Commercial General Liability Insurance coverage is required of all vendors and provides coverage in the event that you or your exhibit causes injury to a person or damage to another vendor or person's property.

All vendors must provide a **Certificate of Liability Insurance** evidencing a policy of no less than One Million Dollars (\$1,000,000.00) per occurrence Combined Single Limit for Bodily Injury, and Property Damage One Million Dollars (\$1,000,000) general aggregate and One Million Dollars (\$1,000,000) Products and Completed Operations aggregate, **naming the additional insured:**

- **WASHINGTON INTERNATIONAL HORSE SHOW, LTD (WIHS), 1320 Cape St. Claire Road, #615 Annapolis, MD 21409**

The WIHS office must receive your Certificate of Insurance and Vendor Insurance Clause at the time of application!

WIHS provides arena security after hours. You are reminded, however, that this is an open booth exposition and that the responsibility for safeguarding your booth and your merchandise is yours.

To avoid security problems, take these suggested precautions:

- Display one-of-a-kind and other such items with appropriate supervision
- Cover items nightly. Secure valuables that are easily removable or take them with you each night when you leave
- If a theft should occur, report stolen items to show management or to the appointed security officer.

Fire and theft insurance covering your property is the sole responsibility of the vendor. WIHS's insurance does not cover the vendors. WIHS and the Prince George's Equestrian Center will not be held liable for damage or loss to vendor's property through fire, theft, accident, or any other cause. WIHS and the Prince George's Equestrian Center will not assume liability for any injury that may occur to show visitors, vendors, their agents, or employees.

WIHS and Prince George's Equestrian Center and/or all other contractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs which may result from any loss, damage or theft. It is strongly recommended that each vendor purchase all risks property insurance to insure their own booth, merchandise, all display materials and loss of income.

You can usually obtain this by contacting your insurance company and having it added as a "rider" to your company's current policy. If not, we may be able to suggest some alternate temporary insurance companies. In addition to Property and Commercial General Liability Insurance coverage, there are two other types of coverage that you should consider:

- Transit – insures your property in transit to and from the exhibition.
- No Show Insurance – provides reimbursement of expenses in the event that the show is canceled, postponed, moved or the event that your materials do not arrive on-site.

Vendor Acceptance Statement:

I have read and agree to the Insurance terms and requirements listed above.

Vendor Signature:

Vendor Name:

Date:
