



2017

Washington International Horse Show

Verizon Center, Washington, D.C.

October 24-29, 2017

BOUTIQUE VENDOR INFORMATION PACKET





WASHINGTON INTERNATIONAL HORSE SHOW

3299 K Street NW, Suite 600 • Washington, DC 20007
www.wihs.org • Tel: 202-525-3679 • Fax: 202-525-3686 • info@wihs.org

Dear Prospective Boutique Vendor:

As we celebrate our 59th Anniversary, the **Washington International Horse Show (WIHS)** would like to invite you to become one of our exclusive 2017 Boutique Shopping Vendors. This year's event will be held at Verizon Center in Washington, D.C. from **October 24-29, 2017**.

With more than 26,000 enthusiastic spectators throughout the week, last year's event was an outstanding success. As always, the boutique shopping vendors were well-received by spectators, exhibitors, sponsors and the media alike. In an effort to continuously enhance the overall look, feel and experience for our spectators and boutique vendors, we will continue to expand our community reach and events and activities on the concourse, to maintain a steady and energetic flow of attendees along the concourse throughout the week.

We'd be thrilled to have your commitment for this year's event and encourage you to submit a 2017 Boutique Vendor Application. **Please note our boutique vendor space assignment policies and application dates**, to better plan your year. Space Assignments will be made for applications received by **August 1, 2017**. Applications received after that date will be processed on a "space available" basis. **To secure a vendor space, a completed boutique vendor agreement and 50% deposit are due at the time of application.** Please note the following application deadlines:

- **May 30, 2017:** 10% Early Bird Discount Application Deadline
- **August 1, 2017:** Regular Application Deadline
- **August 1, 2017:** Refund Deadline
- **September 1, 2017:** All Vendor Balances Due

If you're looking for some extra bang for your buck, our **Vendor Sponsorship Bundles** are another great way to extend your brand's reach, connect and engage with our affluent and influential audience. The bundles range from \$500 to \$1,500 and feature a variety of vendor benefits, such as parking passes, advertising options and public service announcements throughout the show! Don't miss out on this cost effective way to reach a large and diverse audience.

As we prepare for a great event, we hope that you will consider including us in your 2017 plans. Please review the enclosed details and feel free to contact me with any questions or concerns at (202)525-3679 or Heather@wihs.org.

Best regards,

Heather M. Theunissen
Commercial & Community Relations Director



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2017 APPLICATION DEADLINES & STEPS

Please note the following application deadlines:

- **May 30, 2017:** 10% Early Bird Discount Application Deadline
- **August 1, 2017:** Regular Application Deadline
- **August 1, 2017:** Refund Deadline
- **September 1, 2017:** All Vendor Balances Due

To secure a 2017 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 24-29, 2017:
 - "Washington International Horse Show Association, LTD (WIHS)"
 - "Lincoln Holding LLC dba Monumental Sports & Entertainment (MSE)"
- 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, 2017.

Space assignments will be made for applications received by August 1, 2017. Applications received after that date will be processed on a "space available" basis.

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.) Compatibility with other vendors in the same area.



WASHINGTON INTERNATIONAL HORSE SHOW 2017 BOUTIQUE VENDOR RULES, REGULATIONS & POLICIES

The 59th Annual Washington International Horse Show will be held at Verizon Center in the heart of Washington, DC from October 24-29, 2017. Below, please find important details regarding Boutique Vendor spaces at WIHS. If you have any questions or concerns, please contact Heather Theunissen at 202-525-3679 or Heather@wihs.org.

SPACE SIZES AND PRICES

WIHS is pleased to offer three (3) Boutique Vendor Space options for the 2017 event (depth x width):

Space Size (depth x width)	Space Price
7' x 10'	\$1,600.00
7' x 12' OR 10' x 10'	\$2,000.00
7' x 17'+	\$2,400.00

All vendor spaces are indoors, located around the entirety of the Verizon Center concourse.

Please note: Tents and tent frames are not permitted in spaces that are less than 10' x 10' due to fire code restrictions. If you are interested in bringing a tent, please note this on your agreement, so we can ensure a tent will fit in your requested space. Tents do not fit in all 10' x 10' spaces due to varying ceiling heights around Verizon Center's concourse.

SPACE ASSIGNMENTS

Space assignments will be made for applications received by August 1, 2017. Applications received after that date will be processed on a "space available" basis.

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.) Compatibility with other vendors in the same area.

SPACE DISCOUNTS

10% Early Bird Registration Discount: Complete and submit your 2017 Boutique Vendor Application by **May 30, 2017** to receive a 10% discount on your vendor space!

VENDOR SPACES: WHAT THEY INCLUDE

Each Boutique Vendor Space includes:

- An assigned vendor space along the concourse
- Pipe & Drape
- Three (3) vendor wristbands (per vendor space), granting access to the Verizon Center
- Inclusion of vendor name and description in the Official 2017 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, ticket vouchers, WIHS Parking Passes or access to the WIHS Exhibitor Lounge. Additional amenities are available for purchase via WIHS and Hargrove, Inc., our trade show/exhibits provider, in early September, 2017 when information is distributed (see below for details).

Please note: There is **no additional storage** at WIHS and the suite entrance vestibules behind the spaces must be kept clear at all times. 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.

ADDITIONAL AMENITIES FOR PURCHASE FROM WIHS

Leading up to the show, boutique vendors will have the opportunity to purchase additional amenities from WIHS and Hargrove, Inc., to make their 2017 experience as easy and stress free as possible!

WIHS is offering the following amenities in preparation for the 2017 event:

- **WIHS Parking Pass (\$175 each)**
 - Parking in/around the Verizon Center is limited, paid street and garage parking. As this is the case, we highly encourage you to take advantage the **WIHS Parking Pass**, which provides you with a convenient, guaranteed parking space in the Verizon Center Parking Garage during show week. WIHS will distribute these parking passes on Monday, October 23, 2017 the day of vendor move-in. Please note: You must be willing to leave your keys in your vehicle as they are parked multiple vehicles deep. Garage clearance is: 8' (height) x 19' (length).
- **Exhibitor's Lounge Wristbands (\$200 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. The Exhibitor's Lounge Wristbands are a different item.
- **Ticket Vouchers (\$20 each)**
 - Each vendor will receive three (3) vendor wristbands, granting them access to the Verizon Center concourse during show week. For additional entry, please purchase ticket vouchers for \$20 each.

ADDITIONAL AMENITIES FOR PURCHASE FROM HARGROVE, INC.

All additional booth amenities, including tables, chairs and electricity, will be available via Hargrove, Inc. WIHS will send vendors the Hargrove Amenities packet in early September, 2017. Hargrove, Inc. will also be on-site at WIHS on Monday, October 23, 2017 during vendor move-in to accommodate any last minute orders and requests. No orders or requests will be possible after this time.

VENDOR SPONSORSHIP BUNDLES

Get more bang for your buck by purchasing one of our three Boutique Vendor Sponsorship Bundles, including:

- RED Vendor Sponsorship Bundle (\$1,500)
- WHITE Vendor Sponsorship Bundle (\$1,000)
- BLUE Vendor Sponsorship Bundle (\$500)

These bundles feature a parking pass at Verizon Center, wonderful advertising opportunities in the WIHS Program and Prize List, and public address announcements! To learn more about the included benefits, please see the 2017 Vendor Sponsorship Bundle information included on page 6 within this packet.

MOVE-IN & MOVE-OUT PROCEDURES

Boutique Vendor Space rental is for seven (7) days, from **Monday, October 23, 2017 (Move-In Day)** through **Sunday, October 29, 2017 (Move-Out Day)**. All vendors are required to move-in and move-out during these times and locations:

Move-In: Monday, October 23, 2017

- **6:00 AM- 1:00 PM: Unloading on 6th Street Between F& G Streets (curb lane)**
 - This is the recommended move-in time and location
 - This location offers easy concourse access
 - Hired help and carts will be on-site and available during this time
 - This loading entrance will close at 1:00 PM for horse stall set-up
- **1:00 PM-7:00 PM: Unloading from Verizon Center Parking Garage***
 - *Please note: This is only possible if you have purchased a 2017 WIHS Parking Pass, which grants you access to the Verizon Center Parking Garage
 - There will not be any hired help or carts available at this time
 - All unloading will be done through elevator access

Move-Out: Sunday, October 29, 2017: Following The Conclusion of the Horse Show

- **4:00 PM-10:00 PM: Loading on the 7th Street Entrance**
 - Vendors will be permitted to pack up and leave once the daytime performances have finished. This is usually around 4:00 PM.

Please note: All vendors must be completely set-up by 7:00 AM on Tuesday, October 24, 2017 to comply with Verizon Center'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 sign.

HOURS OF OPERATION

During show week, daytime performances run from 7:00 AM- 5:00 PM, Tuesday through Sunday and evening performances run from 7:00 PM-10:30 PM, Tuesday-Saturday. To ensure you catch the prime shoppers, WIHS suggests that all vendors adhere to the following hours of operation during show week at a minimum:

- **Mandatory Daytime Performance Hours of Operation: 12:00-4:30 PM**
- **Mandatory Evening Performance Hours of Operation: 6:00-9:30 PM**
- **Saturday Day, 10/28/17, Mandatory Hours of Operation for Kids' Day (Community Event): 10:00 AM-4:30 PM**
- **Sunday Day, 10/29/17, Mandatory Hours of Operation (Last Day of Show): 10:00 AM- 2:00 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 (10/26/17): Barn Night*
- *Friday Evening (10/27/17): Military Night*
- *Saturday (10/28/17): Kids' Day from 10:00 AM- 2:00 PM*
- *Saturday Evening (10/28/17): President's Cup Grand Prix*
- *Saturday & Sunday (10/28/17-10/29/17): Pony Hunters & WIHS Regional Finals*

DELIVERIES DURING SHOW WEEK

If you need to have something shipped to Verizon Center during show week please contact Heather Theunissen at 301-922-1071 or heather@wihs.org to make arrangements prior to shipping. We strongly advise limiting this to critical items only.

SECURITY

Verizon Center 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/MSE will not be held responsible for them. If you are interested in private security for your vendor space, it must be arranged at your own cost, through Verizon Center. Please contact Heather Theunissen at Heather@wihs.org to make all private security arrangements by October 1, 2017.

TAX

The District of Columbia's sales tax rate is 5.75%. Please include this when pricing your goods and merchandise.



WASHINGTON INTERNATIONAL HORSE SHOW 2017 VENDOR SPONSORSHIP BUNDLES

To increase your visibility during WIHS and get more bang for your buck- consider a **RED, WHITE or BLUE Vendor Sponsorship Bundle** for additional amenities and perks! To purchase a bundle, mark the bundle of choice on your agreement. For more advertising information, please contact Heather Theunissen at 202-525-3679 or Heather@wihs.org.

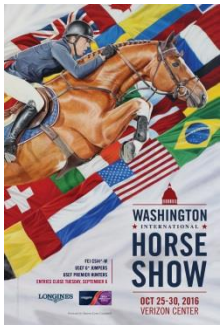
	RED	WHITE	BLUE
Price	\$1,500	\$1,000	\$500
Actual Value	\$2,400+	\$1,800+	\$525-\$775+
One (1) WIHS Parking Pass	✓	✓	✓
Two (2) Exhibitor Lounge Wristbands	✓	✓	
Five (5) WIHS Ticket Vouchers	✓		
One (1) Half-Page, Four Color Ad in WIHS Prize List	✓		
One (1) Half-Page, Four Color Ad in WIHS Official Program	✓	✓	
One (1) Half Page, Black & White Ad in the WIHS Prize List <u>OR</u> WIHS Official Program			✓
Logo Inclusion on 2017 Official WIHS Program Vendor Page	✓		
One (1) Daily PA Announcement	✓		
Logo Presence on Official, Rotating Scoreboard During the Show	✓	✓	
One (1) Dedicated WIHS Facebook Post	✓	✓	



WASHINGTON INTERNATIONAL HORSE SHOW 2017 ADVERTISING OPPORTUNITIES

The Washington International Horse Show (WIHS) is one of the most exciting and prestigious events on the international equestrian calendar and is eagerly anticipated each fall by competitors and horse enthusiasts alike. This year's competition, to be held Tuesday, October 24 through Sunday, October 29, 2017, will celebrate the 59th anniversary of the prestigious event and will welcome more than 500 horses and riders from around the world to Verizon Center in Washington, DC.

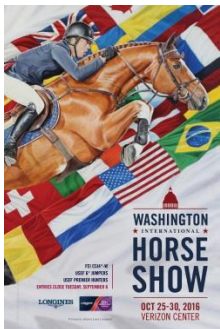
Advertising in one of our three annual publications is a cost-effective way to showcase your products and services to our audience of leading riders, trainers, owners and more than 26,000 highly influential spectators.



The WIHS Official Program

Deadline: August 31

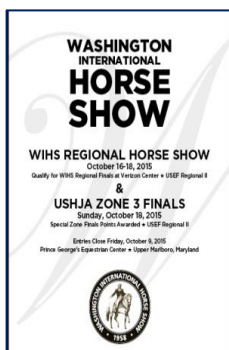
The WIHS Official Program is the ultimate advertising tool to showcase your products or services to an affluent and influential market. High-end, glossy and four-color, this book is an upscale takeaway from our event that is popular among spectators, sponsors and competitors alike and is an excellent way to reach a highly desirable audience.



The WIHS Prize List

Deadline: June 1

The WIHS Prize List serves as the pre-event guide for our competitors, trainers and owners, and contains all the information needed while visiting us in Washington, including class specifications, travel directions, social activities and the official time schedule. This is the perfect opportunity for you to market directly to our extensive exhibitor base. *5,000 printed and mailed to participants across the country and beyond. Also available online.*



The WIHS Regional Horse Show and USHJA Zone 3 Championship Prize List

Deadline: June 21

WIHS offers a cost-effective opportunity to reach a regional demographic through our WIHS Regional Horse Show and USHJA Zone 3 Championship. This popular annual event will be held October 20-22, 2017 at Prince George's Equestrian Center, Upper Marlborough, MD. The WIHS Regional Prize List offers direct access to dedicated trainers and exhibitors throughout the mid-Atlantic. *2,500 printed, mailed and distributed to local tack shops. Also available online.*

For more information, please contact: Heather Theunissen, Commercial & Community Relations Director | P: 202-525-3679 | E: Heather@wihs.org



WASHINGTON INTERNATIONAL HORSE SHOW 2017 VENDOR ADVERTISING RATES & SPECS

ARTWORK SPECS

- Ads must be high-res (300 dpi) PDF; no word files please
- COLOR - CMYK only; RGB files must be converted to CMYK
- BLEED – Please add 1/8” bleed to all full-page sized advertisements
- Any artwork corrections and strip-ins will be billed to the advertiser
- All ads are subject to WIHS approval prior to publication
- Placement is not guaranteed unless premium paid and space is available
- Please submit artwork to heather@wihs.org by deadline to ensure your ad placement

NEED AN AD DESIGNED?

Contact Bluekat Design at 859-552-2298

OFFICIAL WIHS PROGRAM (Deadline: August 31)			
SIZE	TRIM (W x H)	COLOR	B & W
Outside Back Cover	8.5” x 11”	\$5,000	-
Inside Front Cover	8.5” x 11”	\$4,000	-
Inside Back Cover	8.5” x 11”	\$3,000	-
Two-Page Spread	17” x 22”	\$2,800	-
Full Page	8.5” x 11”	\$1,500	\$1,000
Full Page (No Bleed)	7” x 10”	\$1,500	\$1,000
Half Page (No Bleed)	7” x 4.75”	\$1,000	\$600

WIHS PRIZE LIST (Deadline: June 1)			
SIZE	TRIM (W x H)	COLOR	B & W
Inside Front Cover	5.5” x 8.5”	\$1,400	\$1,100
Inside Back Cover	5.5” x 8.5”	\$1,200	\$1,000
Full Page	5.5” x 8.5”	\$850	\$550
Full Page (No Bleed)	4.5” x 7.5”	\$850	\$550
Half Page (No Bleed)	4.5” x 3.5”	\$550	\$350

WIHS REGIONAL PRIZE LIST (Deadline: June 21)		
SIZE	TRIM (W x H)	B & W
Inside Front Cover	5.5” x 8.5”	\$550
Inside Back Cover	5.5” x 8.5”	\$500
Full Page	5.5” x 8.5”	\$350
Full Page (No Bleed)	4.5” x 7.5”	\$350
Half Page (No Bleed)	4.5” x 3.5”	\$200

ADVERTISING DEADLINES

WIHS PRIZE LIST	June 1, 2017
WIHS REGIONAL PRIZE LIST	June 21, 2017
OFFICIAL WIHS PROGRAM	August 31, 2017

For more information, please contact: Heather Theunissen, Commercial & Community Relations Director | P: 202-525-3679 | E: heather@wihs.org



WASHINGTON INTERNATIONAL HORSE SHOW 2017 BOUTIQUE VENDOR AGREEMENT

To secure a 2017 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 24-29, 2017:
- "Washington International Horse Show Association, LTD (WIHS)" and "Lincoln Holdings LLC dba Monumental Sports & Entertainment (MSE)"
- 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, 2017.

Space assignments will be made for applications received by August 1, 2017. Applications received after that date will be processed on a "space available" basis. **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.) Compatibility with other vendors in the same area.

VENDOR SPACES INCLUDE:

Assigned space(s) along the Verizon Center concourse, pipe & drape, three (3) vendor wristbands (per vendor space), granting access to the Verizon Center concourse and inclusion of vendor name and description in the Official 2017 WIHS Program and on the WIHS website, www.wihs.org

VENDOR SPACES DO NOT INCLUDE:

Internet (Wi-Fi), electricity, phone, draping, tables, furniture, decorations, private security, ticket vouchers, parking passes or access to the Exhibitor Lounge. Ticket Vouchers (\$20 each), Parking Passes (\$175 each) and Exhibitor Lounge Wristbands (\$200 each) are available for purchase through WIHS. Additional amenities will be available for purchase via Hargrove, Inc. in September, 2017.

CANCELLATION POLICY

To terminate your agreement, please provide written notice to WIHS by August 1, 2017. 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, 2017.**

ADDITIONAL INFORMATION

- **Required Action:** Corporations not located in the District of Columbia must register as a foreign corporation with the DC Business Regulation Administration, Corporations Division in order to receive a temporary tax ID number (contact (202) 442-4400 for additional information). A temporary sales tax account will be automatically issued to vendors by the District of Columbia. Special Event Sales Tax forms (FR-800SE) will be provided for vendors in their welcome packets at the show.
- **Set-Up and Breakdown:** All vendors must be fully set-up at Verizon Center by 7:00 AM on Tuesday, October 24, 2017 and completely removed by 10:00 PM on Sunday, October 29, 2017. 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 CEO, 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 2017 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: _____ Cell Phone: _____

Email: _____

Social Security Number OR Tax ID number: _____

Size of Space: _____ **Cost of Space:** _____

Early-Bird Discount: Less 10% if registered before May 30, 2017 \$(_____)

Yes, I would like to take advantage of the following Vendor Sponsorship Bundles:

- RED Vendor Sponsorship Bundle (\$1,500) \$ _____
- WHITE Vendor Sponsorship Bundle (\$1,000) \$ _____
- BLUE Vendor Sponsorship Bundle (\$500) \$ _____

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

- General Admission Ticket Voucher (\$20 each) Qty: _____ \$ _____
- Parking Pass (\$175 each) Qty: _____ \$ _____
- Exhibitor Lounge Wristband (\$200 each) Qty: _____ \$ _____

TOTAL \$ _____

PAYMENT ENCLOSED \$ _____

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

Washington International Horse Show, 3299 K Street NW, Suite 600, Washington, DC 20007

Payment by Credit Card:

Credit Card Number: _____

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

Charge the balance due to this card on **September 1, 2017**.

Authorized Signature: _____ Date _____

A 50% deposit is required at the time of application. No refunds will be made after August 1, 2017.



WASHINGTON INTERNATIONAL HORSE SHOW 2017 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 Association, LTD" (WIHS)
- "Lincoln Holdings LLC dba Monumental Sports & Entertainment" (MSE)

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, MSE and Verizon Center will not be held liable for damage or loss to vendor's property through fire, theft, accident or any other cause. WIHS, MSE and Verizon Center will not assume liability for any injury that may occur to show visitors, vendors, their agents or employees.

WIHS, MSE, Verizon 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 Name

Vendor Signature

Date



2017 WIHS REGIONAL & USHJA ZONE 3 CHAMPIONSHIP OCTOBER 20-22, 2017 at PG EQUESTRIAN CENTER VENDOR OPPORTUNITY & DISCOUNT

Searching for additional visibility and some extra bang for your buck? Join us at the 2017 Washington International Horse Show (WIHS) Regional & USHJA Zone 3 Championship at Prince George's Equestrian Center in Upper Marlboro, MD from October 20-22, 2017. This horse show is right before the 59th Annual Washington International Horse Show (WIHS) at Verizon Center from October 24-29, 2017.

If you sign up to be a vendor at WIHS from October 24-29, 2017, you will receive 50% off a vendor space at WIHS Regional & USHJA Zone 3 Championship.

- Spaces at WIHS Regional & USHJA Zone 3 Championship are \$300 per space not to exceed 10' x 20'
- If you are signed up to be a 2017 WIHS Vendor, you will receive a 50% discount of \$150 on your WIHS Regional & USHJA Zone 3 Championship Space
- Please note these are outdoor vendor spaces

Please note the following:

- Prices do not include electricity, phone, internet, draping, tables, rental of furniture, decorations or private security.
- Agreement may be terminated by giving written notice no later than October 1, 2017. A 25% termination fee will be charged. No refunds will be made for any reason after October 1, 2017.
- WIHS reserves the right to prohibit the sale of any merchandise it deems inappropriate in its sole discretion.
- No exclusives will be granted to any vendors.
- All vendor activities must be confined within vendor space.
- Only one business may operate from each vendor space unless special permission has been granted by WIHS.
- Vendor must provide to WIHS a certificate of insurance with WIHS named as a specifically designated additional insured. See and sign the Vendor Insurance form (attached).
- Vendors must abide by all fire regulations, keep vendor spaces clean, not endanger public safety and not inconvenience other vendors.
- Disputes arising from any cause whatsoever shall be settled by the WIHS CEO, whose decision shall be final. WIHS reserves the right to discontinue any vendor in violation of this agreement. No refunds will be granted.

I have read and agree to the terms listed above:

Signature

Date

Print Name

**2017 WIHS REGIONAL &
USHJA ZONE 3 CHAMPIONSHIP
VENDOR REGISTRATION FORM**

Vendor Name: _____

Number of Spaces (\$300 each): _____ **TOTAL: \$** _____

PAYMENT ENCLOSED: \$ _____

Contact Name: _____

Address: _____

City/State/Zip code: _____

Phone: _____ **Phone (Cell**):** _____

** Please include a cell phone number so that we may reach you during the show.

Email: _____ **Website:** _____

Social Security Number OR Tax ID number: _____

Paying by check: Please make check payable to *Washington International Horse Show* and mail to:
Washington International Horse Show, 3299 K Street NW, Suite 600, Washington, DC 20007

Payment by Credit Card:

Credit Card Number: _____

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