



2018

WASHINGTON INTERNATIONAL HORSE SHOW

Capital One Arena, Washington, D.C.
October 23-28, 2018

BOUTIQUE VENDOR INFORMATION PACKET





WASHINGTON INTERNATIONAL HORSE SHOW

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2018 APPLICATION DEADLINES & STEPS

Please note the following application deadlines:

- **May 30, 2018:** 10% Early Bird Discount Application Deadline
- **August 1, 2018:** Regular Application Deadline
- **August 1, 2018:** Refund Deadline
- **September 1, 2018:** All Vendor Balances Due

To secure a 2018 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 23-28, 2018:
 - “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, 2018.

Space assignments will be made for applications received by August 1, 2018. 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 60th Annual Washington International Horse Show will be held at the Capital One Arena in the heart of Washington, DC from October 23-28, 2018. Below, please find important details regarding Boutique Vendor spaces at WIHS. If you have any questions or concerns, please contact Anna Becker at 202-525-3679 or Anna@wihs.org.

BOUTIQUE VENDOR RULES, REGULATIONS & POLICIES

SPACES

SPACE SIZES AND PRICES

WIHS is pleased to offer three (3) Boutique Vendor Space options and two (2) location options for the event (depth x width):

Space Size (depth x width)	Space Price –Premium Location	Space Price –Value Location
Standard - 7' x 10'	\$1,600.00	\$1,400.00
Medium - 7' x 12' OR 10' x 10'	\$2,000.00	\$1,800.00
Large - 7' x 17'+	\$2,400.00	\$2,200.00

All vendor spaces are indoors, located around the entirety of the Capital One Arena concourse. Premium locations are in Sections 114-118 (Red Carpet Entrance), Sections 110-113 (Exhibitor Alley), and Sections 104-119 (Main Street). Value locations are located between sections 105-109 (VIP Value Row). See map below for locations.

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 Capital One Arena's concourse.

SPACE ASSIGNMENTS

Space assignments will be made for applications received by August 1, 2018. Applications received after that date will be processed on a "space available" basis.

SPACE DISCOUNTS

10% Early Bird Registration Discount: Complete and submit your 2018 Boutique Vendor Application by **May 30, 2018** to receive a 10% discount on your vendor space!

NEW VENDOR SPACES: WHAT THEY INCLUDE

- An assigned vendor space along the concourse
- Pipe & Drape and laminated booth sign
- Three (3) vendor wristbands (per vendor space), granting access to the Capital One Arena concourse
- Five (5) WIHS ticket vouchers for additional entry to watch events throughout the week
- Inclusion in a targeted e-mail blast to the WIHS mailing list
- Inclusion of vendor name and description in the Official 2018 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, 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, 2018 when information is distributed.

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.

NEW NON-PROFIT VENDOR OPTION

A new option for 2018 has been introduced for non-profit organizations who wish to participate at WIHS.

After August 1st, WIHS will open vendor applications to non-profit organizations such as schools, local organizations, etc. who would like to have the opportunity to participate on the concourse at a discounted price. This option is only available to those who will not be selling any items and will only be at WIHS for the purpose of promoting their organization with information.

Non-profit booths will have the same benefits of a value space and will be priced at \$1,100, regardless of the space size or location. Space sizes and location will be chosen by WIHS based on what is left available, and all non-profit booths will be available on a first-come, first-serve basis.

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 Hargrove, Inc., to make their 2018 experience as easy and stress free as possible!

WIHS is offering the following amenities in an a la carte option in preparation for the 2018 event:

- **WIHS Parking Pass (\$175 each)**
 - Parking in/around Capital One Arena 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 Capital One Arena Parking Garage during show week. WIHS will distribute these parking passes on Monday, October 22, 2018 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.
- **Ticket Vouchers (\$20 each)**
 - Each vendor will receive three (3) vendor wristbands, and five (5) ticket vouchers granting them access to the Capital One Arena concourse during show week. For additional entry, please purchase additional 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, 2018. Hargrove, Inc. will also be on-site at WIHS on Monday, October 22, 2018 during vendor move-in to accommodate any last minute orders and requests. No orders or requests will be possible after this time.

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

Get more bang for your buck by purchasing our Boutique Vendor Sponsorship Bundle, with new benefits for 2018 at an even lower price! Bundles are priced accordingly by space size:

- Standard Space Vendor Sponsorship Bundle (\$2,600)
- Medium Space Vendor Sponsorship Bundle (\$3,000)
- Large Space Vendor Sponsorship Bundle (\$3,400)

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

- A boutique vendor space in a premium location
- A parking pass for the garage at Capital One Arena
- Invitations for two (2) to both of the Exhibitor Breakfasts on the VIP Platform (dates and information will be provided)
- Opportunity to present an award for a daytime class in the arena (dates and information will be provided)
- Two (2) exhibitors lounge wristbands to gain access to breakfast, lunch, and snacks daily throughout the week
- Wonderful advertising opportunities in the WIHS Program or Prize List
- One (1) daily public address announcement!

To see the included sponsor benefits in comparison to other vendor packages, please see the 2018 Vendor Packages Chart included on page 7 within this packet.

TIMELINES AND ADDITIONAL INFORMATION

MOVE-IN & MOVE-OUT PROCEDURES

Boutique Vendor Space rental is for seven (7) days, from **Monday, October 22, 2018 (Move-In Day)** through **Sunday, October 28, 2018 (Move-Out Day)**. All vendors are required to move-in and move-out during these times and locations:

Move-In: Monday, October 22, 2018

- **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 Capital One Arena Parking Garage***
 - *Please note: This is only possible if you have a 2018 WIHS Parking Pass, which grants you access to the Capital One Arena 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 28, 2018: 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.
 - Hired help and carts will be on-site and available during this time

Please note: All vendors must be completely set-up by 7:00 AM on Tuesday, October 23, 2018 to comply with Capital One 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.

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:

- **Mandatory Daytime Performance Hours of Operation: 12:00-4:30 PM**
- **Mandatory Evening Performance Hours of Operation: 6:00-9:30 PM**
- **Saturday Day, 10/27/18, Mandatory Hours of Operation for Kids' Day (Community Event): 10:00 AM-4:30 PM**
- **Sunday Day, 10/28/18, 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 (10/25/18): Barn Night*
- *Friday Evening (10/26/18): Military Night*
- *Saturday (10/27/18): Kids' Day from 10:00 AM- 2:00 PM*
- *Saturday Evening (10/27/18): President's Cup Grand Prix*
- *Saturday & Sunday (10/27/18-10/28/18): Pony Hunters & WIHS Regional Finals*

SECURITY

Capital One 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/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 Capital One Arena. Please contact Anna Becker at Anna@wihs.org to make all private security arrangements by October 1, 2018.

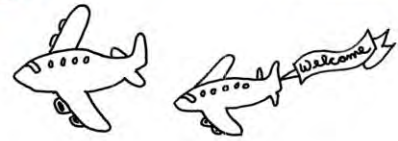
TAX

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



WASHINGTON INTERNATIONAL HORSE SHOW *NEW!* 2018 VENDOR PACKAGES

PRICES & BENEFITS		SPONSOR Sections 114-118, 110-113, 104-119 *New lower prices*	PREMIUM Sections 114-118, 110-113, 104-119	VALUE Sections 105-109 *New lower prices*
Standard	7' x 10' Space	\$2,600	\$1,600	\$1,400
Medium	7' x 12' or 10' x 10' Space	\$3,000	\$2,000	\$1,800
Large	7' x 17' Space	\$3,400	\$2,400	\$2,200
Three (3) Vendor Wristbands		✓	✓	✓
Pipe and Drape, and a Laminated Booth Sign		✓	✓	✓
Logo Inclusion on 2018 Official WIHS Program Vendor Page and on WIHS Website with links		✓	✓	✓
Inclusion in targeted e-mail to WIHS mailing list *NEW*		✓	✓	✓
Five (5) WIHS Ticket Vouchers *NEW*		✓	✓	✓
Sponsorship of one (1) presentation for a WIHS daytime class; includes opportunity to participate in awards presentation in arena and provide a prize to winner(s) *NEW*		✓		
Invitations for two (2) to both of the Exhibitor Breakfasts on VIP Platform *NEW*		✓		
Two (2) Exhibitor Lounge Wristbands		✓		
Either one (1) full-page four color ad in WIHS Prize List or one(1) half-page in WIHS Official Program		✓		
One (1) WIHS Parking Pass		✓		
One (1) Daily PA Announcement		✓		
Logo Presence on Official Rotating Scoreboard During Show		✓		
One (1) Dedicated WIHS Facebook Post		✓		



Exhibitor Alley
110-113

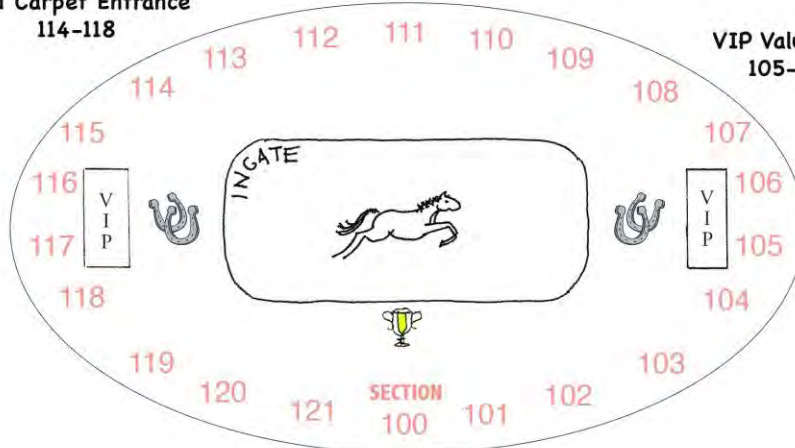
Red Carpet Entrance
114-118

VIP Value Row
105-109



VIP ENTRANCE

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ARENA
AND
STABLING

Main Street
104-119



BOX OFFICE
F STREET



SPONSOR Space Locations Sections 114-118, 110-113, 104-119	PREMIUM Space Locations Sections 114-118, 110- 113, 104-119	VALUE Space Locations Sections 105-109
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WASHINGTON INTERNATIONAL HORSE SHOW 2018 BOUTIQUE VENDOR AGREEMENT

To secure a 2018 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 23-28, 2018:
- "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, 2018. 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

CANCELLATION POLICY

To terminate your agreement, please provide written notice to WIHS by August 1, 2018. 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, 2018.

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 Capital One Arena by 7:00 AM on Tuesday, October 23, 2018 and completely removed by 10:00 PM on Sunday, October 28, 2018. **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 2018 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: _____

Preferred Vendor Bundle and size (please circle):

SPONSOR	PREMIUM	VALUE	NON-PROFIT (after Aug. 1 st)
Standard - \$2,600 Medium - \$3,000 Large - \$3,400	Standard - \$1,600 Medium - \$2,000 Large - \$2,400	Standard - \$1,400 Medium - \$1,800 Large - \$2,200	Size to be decided by WIHS \$1,100

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

Early-Bird Discount: Less 10% if registered before May 30, 2018 \$(_____)

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

- o General Admission Ticket Voucher (\$20 each) Qty: _____ \$ _____
- o Parking Pass (\$175 each) Qty: _____ \$ _____
- o 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, 2018**.

Authorized Signature: _____ Date _____

A 50% deposit is required at the time of application. No refunds will be made after August 1, 2018.



WASHINGTON INTERNATIONAL HORSE SHOW 2018 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 Capital One Arena will not be held liable for damage or loss to vendor's property through fire, theft, accident or any other cause. WIHS, MSE and Capital One Arena will not assume liability for any injury that may occur to show visitors, vendors, their agents or employees.

WIHS, MSE, Capital One Arena 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