



WASHINGTON INTERNATIONAL HORSE SHOW

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

February 22, 2013

Dear Potential WIHS Vendor:

The Washington International Horse Show is now accepting boutique vendor applications for our 55th annual event being held **October 22-27, 2013 at Washington, D.C.'s Verizon Center**. Come take advantage of everything that makes Washington such a special event on the equestrian calendar and showcase your products and services, in person, to a large, diverse and affluent clientele.

Washington is **widely recognized as one of North America's most important equestrian competitions**. For six days each year, more than 500 of the world's best horses and riders join us to vie for close to a half million dollars in prize money. Washington is a dream for many competitors and a long-standing tradition in our nation's capital, regularly attended by dignitaries, celebrities, business, military and community leaders and horse sport enthusiasts of all ages. We are seeing an exciting surge in support, thanks in part to an extra focus on **making our "horse show in the city" a truly entertaining and enjoyable experience** for our sport's top competitors, owners and trainers and for our dedicated base of more than 20,000 spectators. The addition of custom-built V-VIP dining platforms located at both ends of the arena allows our top level supporters easy access to both the shopping concourse and competition in the ring. In 2012, WIHS also connected with more than 11,000 fans on Facebook, tens of thousands of viewers watching online and an impressive national audience during our very first television broadcast on NBC Sports Network.

Our schedule is designed to **draw crowds from both the equestrian world and the surrounding metropolitan area** and includes our ever-popular Barn Night, our community-focused Kids' Day, the challenging WIHS Equitation Finals, our \$25,000 Open Jumper Puissance high jump class (one of only three held in the U.S.), and our \$100,000 President's Cup Grand Prix, an FEI World Cup Qualifier.

Each year vendors set up around the Verizon Center Concourse to sell their wares, offering a variety of items from equestrian tack and apparel to fashion, art and gifts. All vendors who submit applications with a 50% deposit by **June 5, 2013** will receive a **10% discount on their booth space**. Returning vendors will also have until June 5, 2013 to exercise their right of first refusal on their 2012 vendor space, provided completed forms and deposit have been received. We welcome vendors to take advantage of the **WIHS Vendor Sponsorship** which bundles our most popular amenities at a modest price and provides you added exposure. All information and forms are also available on our website at **www.wihs.org/vendor**.

I hope you will consider including WIHS in your plans for 2013. Please feel free to contact me with any questions at (202) 525-3679 or caitlin@wihs.org. I look forward to working with you!

Sincerely,

Caitlin Lane
Administrative Director



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Boutique Vendor Space Rental Contract

Washington International Horse Show (WIHS) will provide the following for the 2013 Washington International Horse Show, October 22-27, 2013:

- Vendor space(s) on the main concourse of Verizon Center
- Three wrist bands per vendor space which grant access to the Verizon Center concourse, valid during the week of the show.

Vendors secure a space by submitting 50% of the total booth fee for each space made payable to Washington International Horse Show. Down Payment is due on signing in order to secure your vendor space (see attached chart for vendor space pricing). The balance due must be received no later than **September 6, 2013**. Vendors may not move into Verizon Center until their balance is paid in full.

Please note the following:

- Prices do not include electricity, phone, draping, tables, rental of furniture, decorations, private security, or access to the exhibitor lounge. Packets will be provided in September.
- Agreement may be terminated by giving written notice no later than August 16, 2013. A 25% termination fee will be charged. No refunds will be made for any reason after August 16, 2013.
- **Required documents:** (1) 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). (2) A temporary sales tax account will be automatically issued to vendors by the District of Columbia. Further information and forms will be provided at the show. (3) Corporations not located in the District of Columbia must register as a foreign corporation with the DC Business Regulation Administration, Corporations Division. Contact (202) 442-4400 for additional information.
- **Schedule:** All vendors must be fully installed by 7:00 a.m. on Tuesday, October 22, 2013, and completely removed by 10:00 p.m. on Sunday, October 27, 2013. **No exceptions!** Vendors must be open for evening performances, which start at 7:00 p.m. each night and end at around 10:00 p.m. We also request that vendors be open for a minimum of four hours during the day (see attached for more information regarding the schedule).
- **All vendor activities must be confined within vendor space.** Vendors must abide by all fire regulations, keep vendor spaces clean, not endanger public safety and not inconvenience other vendors.
- 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.
- Disputes arising from any cause whatsoever shall be settled by the WIHS Executive Director, 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



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

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: _____

Brief description of your boutique and items sold: _____

Vendor Space Number(s): _____ **Cost of Space(s):** \$ _____

Less 10% discount before June 5, 2013 \$(_____)

Sponsorship Package (\$900. See attached): \$ _____

In addition the following amenities are available to be purchased individually:

Exhibitor Lounge Access (\$200 each) \$ _____

Premier Parking Space (\$150 each) \$ _____

General Admission Ticket Voucher (\$20 each) \$ _____

I am interested in participating in the WIHS Silent Auction (see attached)

TOTAL \$ _____

PAYMENT ENCLOSED \$ _____

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: _____

Charge the balance due to this card on 9/6/2013

Authorized Signature _____ **Date** _____



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Vendor Insurance

Exhibitor 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 in Combined Single Limit Bodily Injury, Property Damage insurance and Completed Products liability, **naming the Washington International Horse Show Association, LTD (WIHS) and Verizon Center as specifically designated additional insured.**

The WIHS office must receive your insurance certificate no later than September 6, 2013:

Washington International Horse Show
Attn: Caitlin Lane
3299 K Street NW, Suite 600
Washington, DC 20007
Fax: 202-525-3686 or Email: caitlin@wihs.org

The 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. The WIHS's insurance does not cover the vendors. The WIHS will not be held liable for damage or loss to vendor's property through fire, theft, accident or any other cause. The WIHS Show will not assume liability for any injury that may occur to show visitors, vendors, their agents or employees.

It is strongly recommended that each vendor insure their own booth and all display materials to protect themselves and their company against liability from injury to any persons or damage to any property in connection with their display.

The Washington International Horse Show 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.

Therefore, we advise you to have insurance coverage on your personal property and products. 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 the General Liability Insurance coverage, there are two other types of coverage that you should consider:

- All Risk – insures your property in transit during 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

Date



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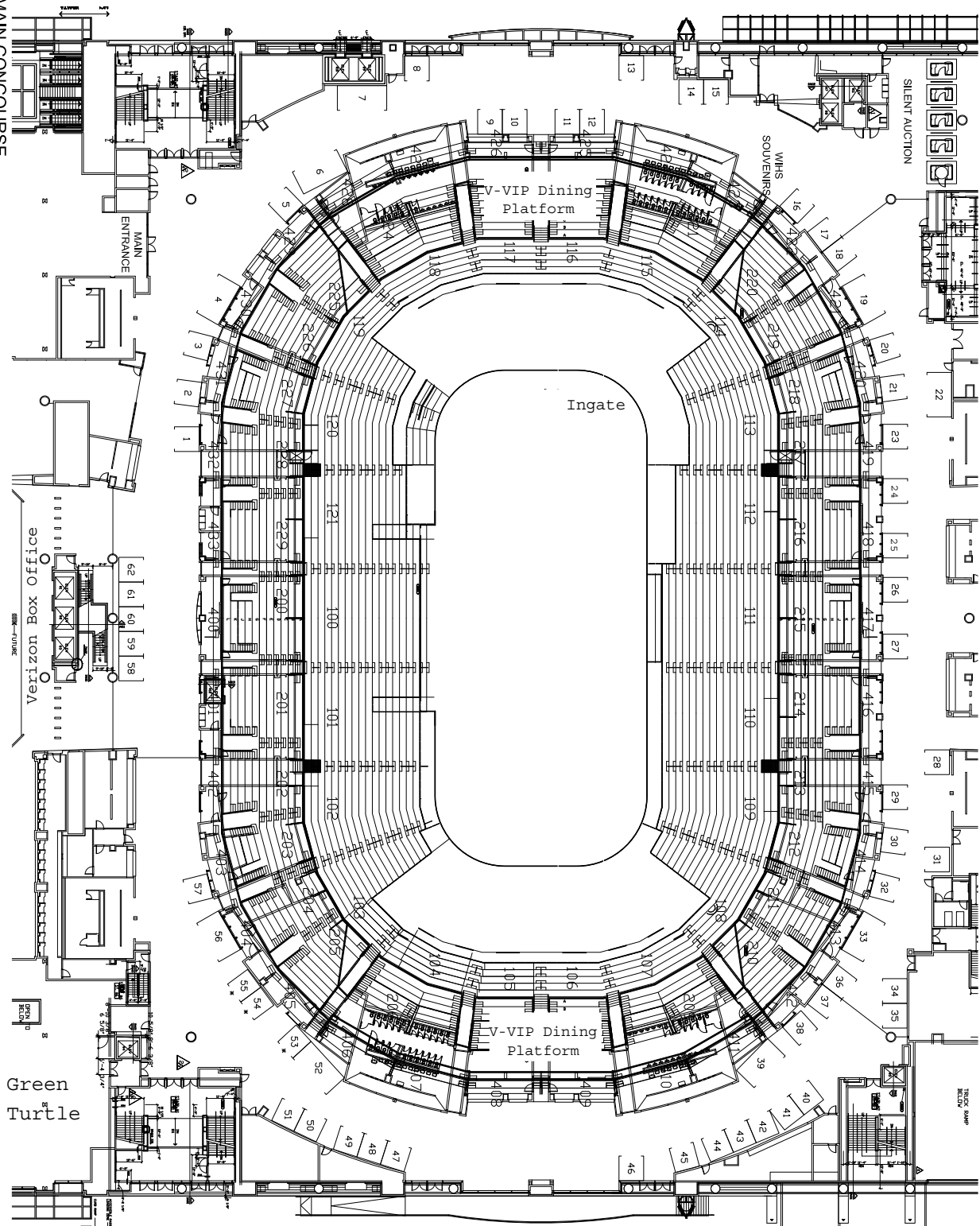
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#	Size (depth x width)	Price
1	7' ½" x 10' 9"	\$1,600
2	7' ½" x 15' 4"	2,000
3	7' ½" x 12' 4"	2,000
4	7' ½" x 18' 4"	2,400
5	10' x 10' 10"	2,000
6	7' x 20'	2,400
7	7' ½" x 18'	2,400
8	7' ½" x 9'	1,600
9	7' ½" x 13' 4"	2,000
10	7' ½" x 13' 4"	2,000
11	7' ½" x 13' 3"	2,000
12	7' ½" x 13' 3"	2,000
13	7' ½" x 18'	2,400
14	7' ½" x 11'	1,600
15	7' ½" x 11'	1,600
16	7' ½" x 10' 9"	1,600
17	7' ½" x 11' 6"	2,000
18	7' ½" x 11' 6"	2,000
19	7' ½" x 18'	2,400
20	7' ½" x 12' 4"	2,000
21	7' ½" x 15' 4"	2,000
22	7' ½" x 19' 6"	2,400
23	7' ½" x 10' 10"	1,600
24	7' ½" x 10'	1,600
25	7' ½" x 10'	1,600
26	7' ½" x 12'	2,000
27	7' ½" x 12'	2,000
28	7' ½" x 10' 6"	1,600
29	7' ½" x 11'	1,600
30	7' ½" x 15' 3"	2,000
32	7' ½" x 12' 2"	2,000

#	Size (depth x width)	Price
33	7' ½" x 18' 2"	2,400
34	7' ½" x 11' 10"	2,000
35	7' ½" x 11' 10"	2,000
36	7' ½" x 11' 6"	2,000
37	7' ½" x 11' 6"	2,000
38	7' ½" x 10' 10"	1,600
39	7' ½" x 17' 6"	2,400
40	7' ½" x 9' 10"	1,600
41	7' ½" x 9' 10"	1,600
42	9' x 9' 10"	2,000
43	9' x 9' 10"	2,000
44	9' x 9' 10"	2,000
45	7' ½" x 10' 8"	1,600
46	7' ½" x 9'	1,600
47	7' ½" x 10' 8"	1,600
48	7' ½" x 10' 8"	1,600
49	7' ½" x 10' 8"	1,600
50	7' ½" x 12'	2,000
51	7' ½" x 12'	2,000
52	7' ½" x 19' 6"	2,400
53	7' ½" x 10' 2"	1,600
54	7' ½" x 11' 10"	2,000
55	7' ½" x 11' 10"	2,000
56	10' x 17' 6"	2,400
57	7' ½" x 12' 4"	2,000
58	12' x 10'	2,000
59	12' x 10'	2,000
60	12' x 10'	2,000
61	12' x 10'	2,000
62	12' x 10'	2,000

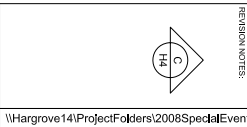
7th Street

PLAN VIEW: MAIN CONCOURSE
SCALE: 1"=20'-0"



6th Street
Tents/Stalls/Stable Office

WCA#	40-18835
ACCT#	JR BANDELS
OWNER	DC
UPDATE	10/01/08
DATE	11/25/08
SCALE	1/2"=1'-0"
DATE	11/14/17
SCALE	1/2"=1'-0"
DATE	11/14/17
SCALE	1/2"=1'-0"
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SCALE	1/2"=1'-0"
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 October 22-27, 2013
VERIZON CENTER - MAIN CONCOURSE
 WASHINGTON, DC

HARGROVE CUL
 www.hargroveinc.com
 One Hargrove Drive, Lohman, MD 20786 | 301.366.9606

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Competition and Boutique Vendor Information

Booth Sizes

Boutique Vendor spaces are all indoor and located around the entirety of the concourse. Space sizes vary due to the concourse layout. Please see the attached chart for specific dimensions of each space.

Included In Your Rental

Boutique Vendor space rental is for 7 days (move-in on Monday, October 21 and move-out on Sunday, October 27). Spaces are taped off and marked with a printed sign. Each vendor will be listed in the 2013 Official Show Program and on our website, www.wihs.org.

Prices do not include electricity, phone, draping, tables, rental of furniture, decorations, private security, or access to the exhibitor lounge. Confirmed vendors will receive packets from Hargrove in early September with order forms for these amenities.

Deadlines

Prior year vendors have right of first refusal on their 2012 space until **June 5, 2013**.

Final payments and insurance forms must be received by **September 6, 2013**.

Mandatory Paperwork

(1) Vendor must provide a certificate of insurance showing a minimum combined general aggregate liability limit of one million dollars naming Washington International Horse Show Association, LTD (WIHS) and Verizon Center as “specifically designated additional insured”. See and sign the Vendor Insurance form (attached).

(2) A temporary sales tax account will be automatically issued to vendors by the District of Columbia. Further information and forms will be provided at the show.

(3) Corporations not located in the District of Columbia must register as a foreign corporation with the DC Business Regulation Administration, Corporations Division. Contact (202) 442-4400 for additional information.

Move-In & Move-Out

Move-In day is Monday, October 21, 2013

- 6:00 a.m. – 12:30 p.m. (preferred move-in time): Unloading on 6th Street between F and G Streets (curb lane).
- 6:00 a.m. – 7:00 p.m.: Unloading from Verizon Center Garage (elevator access).

Move-Out is after the end of the show on Sunday, October 27 (at around 5:00 p.m.).

****WIHS will provide staff to assist with vendor move-in and move-out on the designated days.****

All vendors must exit the concourse no later than 10:00 p.m. on Monday, October 21; no exceptions.

The show begins at 7:00 a.m. on Tuesday, October 22. All booths must be completely set up by that time so as not to disturb other vendors or spectators. This is a fire regulation, and will be enforced by Verizon Center.

Schedule and Hours of Operation

The day performance begins at 7:00 a.m. each morning, running until around 5:00 p.m. Evening performances begin at 7:00 p.m. each night. WIHS requires that vendors are open for the duration of the evening performances and for at least four (4) hours during the daytime performances.

WIHS hosts several special evenings and events for families and spectators, as well, which include:

Thursday evening: Barn Night, activities on the concourse starting at 6:00 p.m.

Friday evening: Puissance

Saturday: Kids' Day from 10:00 a.m. until 2:00 p.m.

Saturday evening: President's Cup Grand Prix

Saturday & Sunday: Pony Hunters

Vendor Parking

The WIHS has negotiated a discounted rate for the Verizon Center Parking Garage. The garage is located directly beneath the Verizon Center and has elevator access to the main concourse level. The parking pass allows you to park your car with in-and-out privileges from the Cage, a security-monitored area in the Verizon garage, and assures that you will have a parking space. The WIHS will distribute these parking passes on Monday, October 21st, 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. The rate for a Premier Parking weekly pass is \$150.

Shipments & Packages

Please do not have any packages shipped to Verizon Center prior to Monday, October 21. All packages received before then will be turned away. If you would like to ship items so that they meet you at Verizon Center we can help you arrange that with Hargrove. If you need to have something shipped to Verizon Center during show week please contact Caitlin Lane at 202-525-3679 or caitlin@wihs.org.

Advertising

Opportunities are available for vendors to advertise in the Official Souvenir Program and Prize List. Please contact Caitlin Lane for additional information and pricing at 202-525-3679 or caitlin@wihs.org.

Purchasing Exhibitor Lounge Wristbands

Vendors are given Concourse Wristbands which give them access to the concourse and a designated seating area in the arena. Exhibitor Lounge Wristbands may be purchased for \$200 each. These give you access to the Lounge which serves breakfast, lunch and refreshments daily from 5 a.m. to 2 p.m.



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Vendor Sponsorship Package

The Washington International Horse Show offers a Vendor Sponsorship package, which provides a unique opportunity for vendors to increase their visibility during WIHS valuing over \$1200.

The cost of the sponsorship opportunity is \$900 in addition to the cost of the booth space. Included in the sponsorship package are the following amenities:

Sponsorship Package includes:

- Exhibitor Lounge Access for TWO—breakfast, lunch and refreshments served daily, open from 5 a.m. to 2 p.m.
- Free and unlimited access to wireless internet
- One Premier Parking space
- Your choice of ½ page black and white advertisement in the WIHS Prize List or the WIHS Official Show Program
- Two daily Public Address Announcements with logo placement on Ryegate scoreboard
- 10 General Admission vouchers redeemable for tickets to any performance
- Promotion on WIHS social media

If you are interested in participating in the vendor sponsorship, please indicate in the appropriate area on the vendor contract. Please note that the full payment of \$900 is due no later than close of business on Friday, June 5, 2013.

Please contact Caitlin Lane at (202) 525-3679, or via email at caitlin@wihs.org, with any questions or concerns.

* Please note the copy ready dates for the WIHS Prize list is June 3rd and for the WIHS Official Show Program is August 30th. The advertisement will be placed in the publication in a location of our choice.