



## 2012 CEP / HORSESHOE PARK & EQUESTRIAN CENTER VENDOR INFORMATION

*(if you are applying for a show at the Westworld Equestrian Center in Scottsdale, please use the other form)*

### TERMS AND CONDITIONS

Our policy is to accept vendors as space and electrical requirements permit, while limiting the number of vendors with similar wares or services. Priority will be given to vendors who regularly attend CEP shows throughout the year. CEP reserves the right to reject any application for any reason whatsoever. In the event that your application is not accepted, your deposit will be fully refunded. Deposit of an applicant's check does not mean acceptance of vendor's application.

If your application is approved and you subsequently satisfy the requirements set forth below, your deposit will be treated as a non-refundable deposit to be applied to the total amount due to CEP. Please be advised that the acceptance of your application does not constitute a contract with CEP until the following two requirements are met: 1) CEP notifies you in writing or via email that you have been accepted as a vendor, and 2) you satisfactorily provide copies of the requisite insurance certificates and business licenses set forth below.

If your Vendor Application is approved, you will be required to provide CEP with a copy of each of the following:

**Arizona Transaction Privilege Tax License** - vendors at HPEC are required to have this license. Contact the Arizona Department of Revenue at (602) 255-2060 to obtain one.

**Liability Insurance Coverage** - a certificate of insurance evidencing a policy of One Million Dollars (\$1,000,000) per occurrence in Combined Single Limit Bodily Injury and Property Damage insurance, naming the following parties as additional insureds: Collman Equestrian Productions, Inc.; Town of Queen Creek. Such insurance policy shall not contain an athletic performance exclusion.

Failure to satisfy these requirements prior to your arrival will preclude you from entering into a contract with CEP irrespective of the fact that your application was accepted and will result in the forfeiture of your deposit.

**Vendor Fees** - are \$100 per show per 100 square feet of space used or any portion thereof. Your total space used is measured, including any display racks, awnings or areas adjacent to your actual set-up. Vehicles, trailers, tents and canopies are all permitted and are the responsibility of each individual vendor. For example, if you have an 8'x30' trailer, a total of 240 square feet, your total vendor fee would be \$300 per show. All vendors must confirm details and locations with show management prior to parking any rigs or installing any tents or canopies. Limited electricity is included if requested.

### STEPS

- 1) Submit completed application and a check for the \$50 deposit (payable to CEP), which must be received not later than 14 days prior to the first day of the show (incomplete applications or applications submitted without deposit will be discarded; deposits received less than 14 days before the start of the show will be forfeited as a late fee)
- 2) If application is accepted, vendor must submit to CEP the requisite insurance certificates and business licenses not later than seven (7) days prior to the start of the show
- 3) **Full payment must be made in the horse show office upon arrival prior to set-up.** Sorry, but due to past collection issues, CEP will no longer invoice for vendor fees during or after a show.

For more information or to obtain additional forms, visit the CEP website at [www.cepshows.com](http://www.cepshows.com) or email CEP at [cepshows@aol.com](mailto:cepshows@aol.com).



2012 CEP VENDOR APPLICATION

Business Name: \_\_\_\_\_

Owner / Representative: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone - Business: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Email / Website: \_\_\_\_\_

Description Of Business: \_\_\_\_\_

Type Of Set-Up: \_\_\_\_\_

Approximate Total Size Of Set-Up: \_\_\_\_\_

What Day / Time Do You Plan To Arrive and Set-up: \_\_\_\_\_

Do You Require Electricity?: \_\_\_ Yes \_\_\_ No (Limited electricity is included)

If Yes, What Type Of Plug?: \_\_\_ 110 \_\_\_ 20 Amp \_\_\_ 30 Amp

Any Special Needs: \_\_\_\_\_

Which Show(s) Is This Application For: \_\_\_\_\_

I have read the Terms and Conditions of this vendor application and BY SIGNING BELOW, I AGREE to be bound by all of the Terms and Conditions of this vendor application.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Include a check, payable to CEP, in the amount of \$50. If this application covers multiple shows, then be sure to submit \$50 per show being applied for. Credit cards are not accepted. Send to:

CEP
19832 N. 21st Street
Phoenix, AZ 85024

For Office Use Only

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Amount: \$\_\_\_\_\_ Check #\_\_\_\_\_ Cash\_\_\_\_\_

Approved Rejected Insurance Tax License