



2024 CEP / WESTWORLD VENDOR INFORMATION

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, it and your deposit check will be shredded. If you wish, feel free to email CEP and ask if your business is eligible to apply at one of our horse shows prior to sending in an application and deposit.

STEP 1 - SUBMIT COMPLETED APPLICATION ALONG WITH A \$50 PER SHOW DEPOSIT. THIS MUST BE RECEIVED IN THE CEP OFFICE NOT LATER THAN SEVEN (7) DAYS PRIOR TO THE FIRST DAY OF THE SHOW: You may mail or email the application to us. If you email it, you must include completed credit card information. All credit card applications will be charged a 3% Convenience Fee. If your application is approved, your deposit will be processed (check deposited or credit card charged) and will become non-refundable. If your application is denied, it and your deposit will be shredded and you will be notified via email. Applications received less than seven (7) days prior to the start of a show are considered late and will be discarded.

STEP 2 - REQUIRED PAPERWORK: If your application is approved, you will be required to provide CEP with a copy of each of the following upon or prior to your arrival at the show (you will not be allowed to set-up unless such paperwork is provided):

Scottsdale Transaction Privilege Tax License - vendors at Westworld are required to have this license - contact the City of Scottsdale Tax Bureau at (480) 312-2400 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 three parties as additional insured's: Collman Equestrian Productions; City Of Scottsdale; and Bureau of Reclamation. Such insurance policy shall not contain an athletic performance exclusion.

Failure to provide these copies prior to or upon your arrival will preclude you from entering into a vendor contract irrespective of the fact that your application was accepted and will result in the forfeiture of your deposit.

STEP 3 - UPON ARRIVAL AT THE SHOW, FULL PAYMENT MUST BE MADE IN THE HORSE SHOW OFFICE PRIOR TO SETTING UP: Due to collection issues, CEP no longer invoices for vendor fees during or after a show. All credit card transactions will incur a 3% Convenience Fee.

VENDOR FEES

Prices listed are per 100 square feet of space used or any portion thereof. Your total space used is measured, including any vehicles, trailers, display racks, awnings or areas adjacent to your set-up that you occupy or use. Vehicles, trailers, tents and canopies are all permitted and are the responsibility of each individual vendor. Vendor fees are charged by the show, not by the day, and while vendors have the option to be open any or all of the show days, there are no pro-rated fees. All vendors must confirm details and location with show management prior to setting up. Any set-up or take-down activity next to a show ring must be done prior to the start of that ring or after the conclusion of the show day. One vehicle parking pass and limited electricity is included for a limited number of spaces if requested - first-come, first-served.

Five (5) Day Show: \$125 per 100 sf ~ Four (4) Day Show: \$100 per 100 sf ~ Three (3) Day Show: \$75 per 100 sf

Examples:

An 8' by 30' trailer measures 240 square feet and would pay \$375 total for a five day show or \$300 total for a four day show

A 10'x10' canopy measures 100 square feet and would pay \$125 total for a five day show or \$100 total for a four day show

For more information, visit the CEP website at www.cepshows.com or email CEP at office@cepshows.com.

