



2021 CEP / NMHJA / HIPICO 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 credit card information 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. You must include completed credit card information on the application (checks are no longer accepted). All credit card applications will be charged a 3% Convenience Fee which is non-refundable under any circumstances. If your application is approved, your deposit will be processed (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. Due to continued problems with late applications, APPLICATIONS RECEIVED LESS THAN SEVEN (7) DAYS PRIOR TO THE START OF THE SHOW WILL BE CHARGED AN ADDITIONAL \$100 LATE PROCESSING FEE, NO EXCEPTIONS.

STEP 2 - REQUIRED PAPERWORK: If your application is approved, you will be required to provide CEP with a copy of your Liability Insurance certificate before or upon your arrival at the show (you will not be allowed to set-up unless such paperwork is provided). **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, New Mexico Hunter Jumper Association and Grand Prix De Santa Fe, LLC. Such insurance policy shall not contain an athletic performance exclusion.

Failure to provide these copies 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 that is non-refundable under any circumstances.

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 must be done prior to the start or after the conclusion of a show day. Limited electricity is included for a limited number of spaces if requested - first-come, first-served.

Five (5) Day Show: \$100 per 100 sf

Four (4) Day Show: \$75 per 100 sf

Three (3) Day Show: \$50 per 100 sf

(ex. An 8' by 30' trailer measures 240 square feet and would pay \$300 for a five day show)

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



2022 CEP / NMHJA / HIPICO VENDOR APPLICATION

Which Show(s) Are You Applying For: _____

Business Name: _____

Owner / Representative Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone - Business: (_____) _____ Cell: (_____) _____

Email / Website: _____

Description Of Business: _____

Type Of Set-Up (tent, trailer, etc): _____

Approximate Total Size Of Set-Up: _____ Date of Arrival: _____

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

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

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: ____/____/____

Complete the credit card information below and send application to:

CEP ~ 29455 N. Cave Creek Road, Suite 118-430 ~ Cave Creek, AZ 85331

or

Email this application to: entries@cepshows.com

Your \$50 per show deposit will be charged to your credit card upon approval of your application.

Credit Card Authorization ~ Check Which Card You Are Using: Visa Mastercard Discover (Amex not accepted)

Name On Card: _____ Exp Date (mm/yyyy): ____/____ Billing Zip Code: _____

Card #: CVC #: 3 digit number on back of card

By signing below, I authorize CEP to charge my credit card the Total Amount Due from above, plus a 3% Convenience Fee, for my vendor deposit for the above-named competition(s). If I am signing and submitting this Agreement electronically, I acknowledge that my electronic signature (or typed name) shall have the same validity, force and effect as if I affixed my signature by my own hand.

Signature: _____ Date: _____

For Office Use Only

Date Received: ____/____/____ Amount: \$ _____ Check # _____ Cash _____ CC _____

Approved Denied Insurance Other _____