



2023 ESTES PARK HORSE SHOWS 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. Collman Equestrian Productions (CEP) and the Colorado Hunter Jumper Association (CHJA) 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. You may email Chris Collman, Vendor Coordinator, at entries@cepshows.com to inquire if your business is eligible to apply at one of the 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 NOT LATER THAN SEVEN (7) DAYS PRIOR TO THE FIRST DAY OF THE SHOW: You must email the application to Chris Collman at entries@cepshows.com. You must include complete credit card information. All credit card applications will be charged a 3% Convenience Fee that 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, IF ACCEPTED, WILL BE CHARGED A \$100 LATE PROCESSING FEE. APPLICATIONS RECEIVED WITHOUT CREDIT CARD INFORMATION WILL NOT BE ACCEPTED.

STEP 2 - INSURANCE REQUIREMENT: If your application is approved, you will be notified and you must then provide a copy of your Liability Insurance Coverage (you will not be allowed to set-up unless such paperwork is provided). 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; Colorado Hunter Jumper Association; and Town of Estes Park. Such insurance policy shall not contain an athletic performance exclusion.

You may email this insurance certificate to CEP at entries@cepshows.com or bring it with you upon your arrival. Failure to provide this 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. The \$50 deposit will be credited to your balance due.

VENDOR FEES

Your total space is measured, including any 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.

\$200 per week - up to 100sf (average 10'x10' space)
\$250 per week - 101sf to 400sf
\$350 per week - anything over 400sf

For more information, contact Chris Collman, Vendor Coordinator, at entries@cepshows.com



