

2018 VENDOR GUIDELINES

2018 Season Vendor Information

Thank you for your interest in becoming a Vendor during the 2018 Blenheim EquiSports horse show season. For our returning Vendors, we value your participation in our 2018 horse show season and appreciate all your support during this past year.

Blenheim EquiSports is pleased to continue the four “tiered” vendor booth fee pricing structure and 10% half season and 20% full season vendor booth discounts which will offer our vendors great value and savings on vendor space during the 2018 horse show season. We are looking forward to an exciting 2018 year and as always invite and consider your suggestions and feedback to help us help you have a successful experience at our horse show venues.

2018 Vendor Checklist ✓

- ✓ **Vendor Application**
- ✓ **Vendor Terms & Conditions**
- ✓ **Vendor Release of Claims**
- ✓ **RV Trailer Application - if RV space is needed**
- ✓ **2018 City of San Juan Capistrano Business License**
(required for all Vendors attending San Juan Capistrano shows only)
- ✓ **2018 Certificate of Liability Insurance - from your insurance carrier**
 - 2018 *Additional Insured Endorsement* rider with specific verbiage- from your insurance carrier
 - 2018 *Waiver of Subrogation Endorsement*- from your insurance carrier
(applies to general liability Insurance only)

Vendor booth space and electrical payments (We accept cash or check, Visa, Master Card and Discover credit cards) must be postmarked **two weeks prior to designated show**. Please make checks payable to Blenheim EquiSports. All 2018 applications, contracts and insurance documents must be submitted by **March 1, 2018** for review.

Blenheim EquiSports
ATTN: Camille Schenk
PO Box 639
San Juan Capistrano, CA 92693

Vendor Application/Rates/Forms

Click here to view the 2018 horse show schedule, show locations, vendor booth rates and forms.

Vendor Booth Size

Vendor booth rates are based on size. This includes pop-outs, stands and displays that extend beyond your tent, booth or mobile unit. Electrical amperage and RV space are separate fees and are not included in the vendor booth rate. Booth space is limited and subject to availability. Submit your application early, so we can be sure to reserve your space! Vendor spaces will not be reserved without payment in full prior to the show. Your Vendor Application must be submitted to Blenheim EquiSports for its review, and your Vendor Application will not be effective unless accepted by Blenheim EquiSports, in its sole and absolute discretion. Vendors must provide their own booth setups. Blenheim EquiSports will not order nor supply tents, water hoses, or extension cords. Vendor placement will be based on electrical needs, reservations and schedule. Please be sure to indicate, on your contract, your specific electrical needs, as we will try to accommodate them.

Vendor Arrivals/Move-Out

Vendor spaces will not be reserved without payment in full, an approved application, a valid certificate of insurance, additional insured endorsement rider and waiver of subrogation endorsement. A diagram of vendor placement will be at security checkpoint prior to the start of the horse show. Vendor space locations must coordinate with the Vendor Row Diagram posted. When you arrive, please check in at security checkpoint and you will be directed to your assigned space. Vendors can set up **9:00 AM -5:00PM** on the Monday and/or Tuesday prior to the show. No vendor set-ups/drop-offs will be allowed at night after 5pm or while the horse show is in progress. **All vendor set ups must be removed after the conclusion of the horse show on Sunday by 9pm. Failure to comply with move-out regulations will result in a \$100 late move-out fine.**

2018 Blenheim EquiSports Season Series Discount

Vendors who sign-up for 10 shows will receive a 10% half series discount and those who sign-up for 19 shows will receive a 20% full series discount. To receive discounts, booth and electrical fees must be paid in full by **March 1, 2018**. The series discounts do not apply to The Las Vegas National horse shows. Please contact Camille Schenk at (949) 489-8825 or via email at **showparkmarketing@gmail.com** for any further questions or details regarding vendor booth space during the 2018 Blenheim EquiSports horse show season. We look forward to working with you this season and wish you continued success.

RV Reservation Form

RV spaces are available for rent for Vendors during the 2018 Blenheim EquiSports horse show season. RV spaces must be reserved in advance. No RV spaces are available at The Las Vegas National horse show. **[Click here to download the RV Application form.](#)** Please mail your completed form along with your Vendor application/contract, required insurance forms and RV and vendor booth payments. Please note that the RV space rental fee is a separate fee, not included in the cost of the vendor booth space fee. Due to high demand for RV parking, spaces will not be reserved without a completed RV application form. All RV space reservations will be accepted on a first reserved, first served basis. Available RV trailer spaces will be assigned by Blenheim EquiSports staff. If space fills up, a waiting list will be established but with no guarantee of space. RV trailers may arrive at the facility on the Monday before the horse show begins and must depart by 9pm on Sunday at the conclusion of the horse show.

2018 RV Trailer Space Fee (per show) \$500

(Includes water, pump-out service on Thursday and Sunday & 30 amps of electricity)

Additional Electrical Fee for 50 amps (per show) \$150

(A limited number of 50 amp RV spaces will be available on a first reserved, first served basis)

Insurance Requirements

Vendor spaces will not be reserved without payment in full, a valid certificate of insurance, additional insured endorsement rider and waiver of subrogation endorsement. Please contact **Camille Schenk at (949) 489-8825** if you have any questions regarding insurance requirements.

Certificate of Liability Insurance (SAMPLE)

Additional Insured Endorsement (SAMPLE)

Waiver of subrogation endorsement (SAMPLE)

Insured verbiage for Vendors attending (Blenheim) horse shows in San Juan Capistrano and (Showpark) horse shows in Del Mar. Insured verbiage to be attached to Certificate of Liability Insurance, Additional Insured Endorsement and Waiver of Subrogation:

BLENHEIM EQUISPORTS MANAGEMENT COMPANY, LLC, its officers, managers, employees, owners, representatives and agents, ACE EQUESTRIAN, LLC, its officers, managers, employees, owners, representatives and agents, COTTON FAMILY TRUST, BLENHEIM FACILITY MANAGEMENT, LLC, its officers, managers, employees, owners, representatives and agents, CITY OF SAN JUAN CAPISTRANO, its officers, directors, employees, representatives and agents, 22nd DISTRICT AGRICULTURAL ASSOCIATION/DEL MAR HORSE PARK and the STATE OF CALIFORNIA, their officers, agents, servants and employees, and all subsidiary, affiliated or associated company, corporations, entities or organizations as may now or hereafter be constituted, that own, are related to or manage the property owned by such entities, are named as additional insureds and that such insurance afforded the additional insureds is primary and non-contributing with any other insurance that additional insureds may carry.

Insurance verbiage for Vendors attending (Showpark) horse shows in Del Mar only:

BLENHEIM EQUISPORTS MANAGEMENT COMPANY, LLC, its officers, managers, employees, owners, representatives and agents, 22nd DISTRICT AGRICULTURAL ASSOCIATION/DEL MAR HORSE PARK and the STATE OF CALIFORNIA, their officers, agents, servants and employees, and all subsidiary, affiliated or associated company, corporations, entities or organizations as may now or hereafter be constituted, that own, are related to or manage the property owned by such entities, are named as additional insureds and that such insurance afforded the additional insureds is primary and non-contributing with any other insurance that additional insureds may carry.



Insurance verbiage for Vendors attending (Blenheim) horse shows in San Juan Capistrano only:

BLENHEIM EQUISPORTS MANAGEMENT COMPANY, LLC, its officers, managers, employees, owners, representatives and agents, ACE EQUESTRIAN, LLC, its officers, managers, employees, owners, representatives and agents, COTTON FAMILY TRUST, BLENHEIM FACILITY MANAGEMENT, LLC, its officers, managers, employees, owners, representatives and agents, and the CITY OF SAN JUAN CAPISTRANO, its officers, directors, employees, representatives and agents, and all subsidiary, affiliated or associated company, corporations, entities or organizations as may now or hereafter be constituted, that own, are related to or manage the property owned by such entities, are named as additional insureds and that such insurance afforded the additional insureds is primary and non-contributing with any other insurance that additional insureds may carry.

Insurance verbiage for Vendors attending The Las Vegas National horse show in Las Vegas only:

BLENHEIM EQUISPORTS MANAGEMENT COMPANY, LLC, its officers, managers, employees, owners, representatives and agents, Gaughan South, LLC DBA: South Point Hotel and Casino, its officers, directors, employees, owners, representatives and agents, and all subsidiary, affiliated or associated company, corporations, entities or organizations as may now or hereafter be constituted, that own, are related to or manage the property owned by such entities, and insurance afforded is primary and non-contributing with any other insurance that insureds may carry.

Vendors will not be allowed on the horse show grounds without a valid certificate of liability insurance additional insured endorsement and waiver of subrogation.

[Click here](#) for a printable 2018 Blenheim EquiSports horse show schedule

Blenheim shows at Rancho Mission Viejo Riding Park ([San Juan Capistrano, CA](#))

Showpark shows at Del Mar Horse Park ([Del Mar, CA](#))

The Las Vegas National at The South Point Equestrian Center ([Las Vegas, NV](#))