



# NDPC VENDOR APPLICATION

## VENDOR INFORMATION:

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

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

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

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

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Nature of Business/Product Description: \_\_\_\_\_

## VENDOR SITE PACKAGE:

<i>Space Size</i>	<i>Fee</i>	<i>Power Supply</i>	<i>Power Fee</i>	<i>Dates</i>
10x10' Indoor	\$50/day	Std wall outlet	N/A	
10x20' Indoor	\$100/day	Std wall outlet	N/A	
10x10' Outdoor	\$50/day	30 amp service	\$35/day	
10x20' Outdoor	\$100/day	30 amp service	\$35/day	
15x30' Outdoor (Trailer)	\$225/day	30 amp service	\$35/day	

## ADDITIONAL ITEMS:

<i>Item</i>	<i>Fee (each)</i>	<i>Amount Needed</i>	<i>Dates</i>
Table w/ Tablecloth	\$10		
Chair	\$5		

## PAYMENT INFORMATION:

*Accepted forms of payment: Credit Card, Check, and PayPal  
Please Note: 4% service charge added to credit card payments*

Card Number: \_\_\_\_\_ Exp: \_\_\_\_\_ CVV: \_\_\_\_\_

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

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

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

**Make Checks Payable to: National Dressage Pony Cup**

**PayPal Invoice Email (if applicable):** \_\_\_\_\_

Questions? Contact us at (513) 290-8070 or [info@dressageponycup.com](mailto:info@dressageponycup.com)

**Mail this completed form with payment information to:**  
National Dressage Pony Cup, P.O. Box 18272, Cincinnati, OH 45218-0272

## VENDOR TERMS & CONDITIONS:

- All vendors are required to have a certificate of insurance showing General Liability Insurance policy of no less than \$250,000 and naming the Lake Saint Louis Exposition Park, LLC dba The National Equestrian Center at Lake Saint Louis, as well as the National Dressage Pony Cup, LLC, as an additionally insured party, effective from vendor set-up date to vendor tear-down date.
- Vendor booths, signs and/or other vendor set-up must not block horse or human traffic paths nor present fire-code violation by blocking or impeding exit or egress pathways out of or into buildings. Please be sensitive to placement of moveable signage that could be in horse sight at any time throughout the show. **No** vendor set-up or tear-down during the Horse Show.
- If vendor items should need to be shipped prior to the show, please contact the National Dressage Pony Cup to set up arrangement. If no arrangement is made, the National Dressage Pony Cup and the National Equestrian Center shall not be responsible for packages or merchandise shipped.
- Early arrival (before Wednesday) must be scheduled with the National Dressage Pony Cup no later than one week before start of show.
- Vendors with equipment trailers must park and unhitch all trailers in the appropriate designated trailer parking areas. All vehicles must be cleared to designated parking areas at least 30 minutes prior to start of show.
- Safeguarding vendor property either during the show or after show hours is wholly the responsibility of the vendor. All property in the vendor's booth during the show or after the show will be left at the risk of the vendor.
- Vendors are required to supply a photocopy of vendor's certificate of insurance and with proof of authorization to collect and remit sales tax as required by law.
- Vendors are required to send a non-refundable deposit equal to one (1) one-day vendor fee for the booth size requested, and the final payment will be processed between July 12<sup>th</sup> and July 17<sup>th</sup>.
- In the event of a cancellation, please contact the National Dressage Pony Cup as soon as possible.

As a prospective vendor, please sign below confirming that you have read and understand NDPC's Vendor Terms & Conditions. Once the application is complete, please scan and email, fax, or mail the hardcopy with appropriate payment information and proof of insurance along with deposit payment.

I have read the Terms & Conditions of this Vendor Application and by signing below, I agree to be bound by all terms and conditions of this vendor application, and furthermore, I agree to indemnify and hold harmless the National Dressage Pony Cup and its affiliates, officers, directors, employees, and agents from all costs, liabilities, attorney's fees, judgements, and expenses incurred because of or arising out of any conjunction with any of the horse shows, events, or activities during which I will be a vendor.

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Business Owner/Representative Signature

Date

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