

# TEAM NW

## EQUESTRIAN SPORTS

---

---

## VENDOR INFORMATION

---

---

Thank you for your interest in being a vendor at the Team NW Equestrian Sports, LLC (Team NW) events. Team NW produces quality equestrian competitions in the Pacific Northwest. Our events are open to the public but primarily attract competitors that ride hunters and jumpers. County restrictions limit the number of vendors we are able to have at the competitions held in Wilsonville. If you are wondering if your product is suitable for our events, or if you have any questions not answered here, please feel free to email [info@teamnwequestriansports.com](mailto:info@teamnwequestriansports.com) or call Chad Campf at 503-970-7375.

### **RATES FOR WILSONVILLE SHOWS—SELECT VENDORS ONLY**

- Vendor with 20 amp plug \$2000/all seven shows or \$325/week
- Vendor with 50 amp plug \$2400/all seven shows or \$375/week
- Vendor with no electricity \$1500/all seven shows or \$250/week

All series discounts must be paid in full prior to the first week.

Electricity will be provided but may be provided by generators. TEAM NW is not responsible for loss due to failure of electricity.

### **RV SPACE**

If your Mobile Unit is used as a Vendor Site and Living Quarters or if you require a separate RV hook up, you must also pay RV fees. Space is extremely limited so please contact Mollie Gallaway at 541-914-0052 or email [mollie.gallaway@gmail.com](mailto:mollie.gallaway@gmail.com) for availability. Once ordered, RV fees are non-refundable.

RV Space with 30 amp plug \$300/week.

### **PAYMENT**

A non-refundable deposit of \$150/show or \$500/for **four or more** shows is required with your application. All applications received without deposit will not be considered. Balance must be paid in full upon arrival for each series prior to set up. No Exceptions. Please make checks payable to TEAM NW or fill out the attached credit card authorization.

# TEAM NW

## EQUESTRIAN SPORTS

---

---

## INSURANCE REQUIREMENTS

---

---

It is a contractual obligation for all vendors at TEAM NW events to carry insurance as outlined below. Correct insurance certificates must be in to [info@teamnwequestriansports.com](mailto:info@teamnwequestriansports.com) **at least 21 days in advance of the Monday of each show week** or the deposit will be forfeited. NO EXCEPTIONS. The general liability insurance requirements are broken down into three levels, stated below:

### **BROAD FORM COMMERCIAL GENERAL LIABILITY:**

**Level 1 – Display vendors, non-profits who are not selling anything, and Retail Vendors who do not sell anything perishable.**

- \$1,000,000 Each Occurrence
- \$100,000 Damage to Rented Property
- \$2,000,000 General Aggregate

### **Level 2 – Food Vendors**

- \$1,000,000 Each Occurrence
- \$300,000 Damage to Rented Property
- \$2,000,000 General Aggregate

### **Level 3 – Alcohol Vendors**

- \$1,000,000 Each Occurrence
- \$300,000 Damage to Rented Premises
- \$2,000,000 General Aggregate
- \$2,000,000 Liquor Liability

### **OTHER INSURANCE REQUIRED OF LESSEE AND ALL VENDORS:**

#### **Automobile Liability**

- \$2,000,000 Combined Single Limit
- Coverage must apply for Hired, Non-owned & Owned Automobiles.

#### **Workers Compensation:**

As required by law.

**PLEASE NOTE:** The following are to be named as Additional Insureds: “**Team NW Equestrian Sports, LLC, an Oregon limited liability company; Morningstar 2006, LLC, an Oregon limited liability company; Bizzy B Family Farm LLC, an Oregon limited liability company; and all of their respective owners, members, managers, officers, employees, affiliates and/or agents.**” Certificates of Insurance shall provide a waiver of subrogation against each additional insured in connection with any claim or damage covered by such policy and shall further provide a minimum of thirty (30) days’ prior written notice of any cancellation, expiration or material modifications in the policy. Please provide the above information to your insurance agent and/or carrier and have the requested additional insureds added to your policies.

# TEAM NW

## EQUESTRIAN SPORTS

---

---

### VENDOR APPLICATION

---

---

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

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

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

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ **Special Notes:** \_\_\_\_\_

**SET UP** is between Monday at 12 noon and Tuesday at 5 pm for 5-day shows and Tuesday at noon and Wednesday at 5 pm for 4-day shows each week.

**TAKE DOWN** is by Monday at 12 noon.

#### SHOW DATES—PLEASE CHECK THE SHOWS YOU WISH TO ATTEND.

- |   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> Oregon Trail<br>June 12-16, 2024         | <input type="checkbox"/> Willamette Classic<br>June 26–June 30, 2024 | <input type="checkbox"/> Country Classic<br>Preview July 4–7,<br>2024      | <input type="checkbox"/> Oregon Summer<br>August 21–25, 2024 |
| <input type="checkbox"/> Early Summer Classic<br>June 19–23, 2024 | <input type="checkbox"/> Country Classic<br>July 10–14, 2024         | <input type="checkbox"/> NW Spectacular<br>August 28-<br>September 1, 2024 |  |

#### TERMS AND CONDITIONS

Vendors are responsible for having appropriate business licenses as required by law. Only one business may operate from each vendor space unless special permission has been granted by TEAM NW. TEAM NW reserves the right to name additional vendors. Vendors must abide by all fire regulations, keep vendor spaces clean, not endanger public safety and not inconvenience other vendors. TEAM NW cannot be held responsible for loss or damage to vendor booths or their contents. Please be advised that application does not constitute a contract with TEAM NW until each of the following requirements are satisfied:

1. A signed application is received with a non-refundable deposit 30 days ahead of the event, and
2. Satisfactory copies of the requisite insurance, outlined in the Insurance Requirements, are **provided 21 days in advance of the Monday of each week**. Failure to provide insurance certificates exactly as required will result in forfeiture of the deposit and attendance will be denied. **The insurance requirement is very strict for this venue.** TEAM NW recommends not waiting until the last minute to fulfill the insurance requirement.

I have read the Terms and Conditions and Insurance Requirements and **BY SIGNING BELOW, I AGREE** to be bound by all Terms and Conditions of this vendor application.

\_\_\_\_\_  
Signature of Owner/Representative

\_\_\_\_\_  
Date

# TEAM NW

## EQUESTRIAN SPORTS

---

---

### PAYMENT INFORMATION

---

---

Please make checks payable to Team NW Equestrian Sports, LLC and send with a completed application to:

Team NW Equestrian Sports, LLC  
PO Box 843  
Canby, OR 97013

**OR**

Scan the Application and Credit Card authorization and email it to [info@teamnwequestriansports.com](mailto:info@teamnwequestriansports.com). Please be sure to get a response to your email to confirm that Team NW received your application and payment.

**Credit Card Authorization:**

Name on Card: \_\_\_\_\_

Credit Card #: \_\_\_\_\_

Exp.: \_\_\_\_\_ Security Code: \_\_\_\_\_

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

Credit Card #: \_\_\_\_\_

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

**If you have any questions, contact:**

Email: [info@teamnwequestriansports.com](mailto:info@teamnwequestriansports.com)

Phone: 503-970-7375

Thanks and see you at the shows!

*Team NW Equestrian Sports*