

# HIPICO SANTA FE

## 2018 SANTA FE SUMMER SERIES

### HIPICO Vendor Form

Thank you for your interest in joining this year's HIPICO Marketplace! The HIPICO Marketplace offers outdoor independent spaces and curated spaces inside the HIPICO Longue Hospitality Tent.

Please email us at [vendors@hipicosantafe.com](mailto:vendors@hipicosantafe.com) if interested!

Please read the "Terms and Conditions", below, prior to signing and submit the completed form and a non-refundable 50% deposit by no later than June 1, 2018. Full payment must be made by June 30, 2018 or the reservation may be cancelled at the discretion of management.

#### New 2018 Early Bird Program

5% discount when balance is paid in full by May 15, 2018.

Name/ Company Name:

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Street Address:

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Products you will be vending:

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Trailer dimensions of trailer (if applicable) and any other special needs:

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Please let us know which weeks you would like to vend:

Santa Fe Welcome Week 1 July 18<sup>th</sup> – 22<sup>nd</sup>

Santa Fe Sonrisa Week 2 July 25<sup>th</sup> – 29<sup>th</sup>

Santa Fe Fiesta Week 3 August 1<sup>st</sup> – 5<sup>th</sup>

Grand Prix de Santa Fe Week 4 August 8<sup>th</sup> – 12<sup>th</sup>

**SECTION A: INDEPENDENT TRAILER SPACES:**

Please choose desired vending space. The following are for trailer spaces ONLY. Please choose desired trailer size space and requested electrical access and/or pump out service (SECTION C & D).

- \_\_\_\_\_ \$350/ week for 10'x10' space x # of weeks (1, 2, 3 or 4) = \_\_\_\_\_
- \_\_\_\_\_ \$700/ week for 10'x20' space x # of weeks (1, 2, 3 or 4) = \_\_\_\_\_
- \_\_\_\_\_ \$1000/ week for 10'x30' or greater space x # of weeks (1, 2, 3 or 4) = \_\_\_\_\_

**SECTION B: CURATED SPACES INSIDE THE HIPICO LONGUE HOSPITALITY TENT:**

We have a weekly rate of \$500 (Wednesday – Sunday) and a weekend rate (Saturday & Sunday ONLY) of \$300. Please choose desired set up days and any requested electrical access (SECTION C)

- \_\_\_\_\_ \$500/ week (Wednesday – Sunday) # of weeks (1, 2, 3 or 4) = \_\_\_\_\_
- \_\_\_\_\_ \$300/ weekend (Saturday & Sunday) # of weeks (1, 2, 3 or 4) = \_\_\_\_\_

**SECTION C:** Please indicate requested power requirements:

- \_\_\_\_\_ \$25/ week for 110 volts usage x # of weeks (1, 2, 3 or 4) = \_\_\_\_\_
- \_\_\_\_\_ \$75/ week for 30 amps usage x # of weeks (1, 2, 3 or 4) = \_\_\_\_\_
- \_\_\_\_\_ \$100/ week for 50 amps usage x # of weeks (1, 2, 3 or 4) = \_\_\_\_\_

**SECTION D:** Please indicate desired pump out services:

- \_\_\_\_\_ \$50/week for 2 pump outs (Tuesday and Friday) x # of weeks (1, 2, 3, 4) = \_\_\_\_\_
- \_\_\_\_\_ \$50/pump out for non-show day service (once) x # of weeks (1, 2, 3, 4) = \_\_\_\_\_
- Please indicated desired non-show day service (Mon, Wed or Thu only) = \_\_\_\_\_

Enter \$ amount from Section A: \_\_\_\_\_  
Enter \$ amount from Section B: \_\_\_\_\_  
Enter \$ amount from Section C: \_\_\_\_\_  
Enter \$ amount from Section D: \_\_\_\_\_  
Total for Sections A, B, C & D: \_\_\_\_\_

**PAYMENT INFORMATION:**

Check #: \_\_\_\_\_ payable to "Grand Prix de Santa Fe" and mailed to:

PO BOX 5353  
Santa Fe, NM 87505

OR

By Email to: [Vendors@hipicosantafe.com](mailto:Vendors@hipicosantafe.com)

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

Expiration Date: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

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

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

Mobile #: \_\_\_\_\_

## **TERMS AND CONDITIONS**

- Completed reservation form and non-refundable deposit of 50% of total vendor fee is due by June 1, 2018.
- The balance of the vendor fee is due by June 30, 2018. If full payment is not received by June 30, 2018, the vendor reservation may be cancelled at the discretion of management.
- Applications/payments submitted after June 30, 2018 will be assessed a \$100 late fee. A \$40 office fee, in addition to any bank fees, will be assessed for returned checks/rejected credit card payments.
- Set-up day is to be scheduled with HIPICO vendor manager and must occur prior to 7:00 am or after 5:00 pm.
- This application is neither an offer nor a guarantee of space. You will be accepted unless the show contacts you within 30 days of application date.
- The list of products you are requesting to sell/ promote/ display must be specific! Words such as “accessories, etcetera, related products” and other vague descriptions are not acceptable. If a contract is issued, it will be assigned on the basis of this list, so please be thorough.
- When a contract is issued, the location of your booth will be determined by management. Specific location requests will be considered and honored whenever possible, at the discretion of management.
- Trailer must be professional and clean throughout the show weeks.
- NO subleasing/ booth sharing: Licensees are strictly prohibited from subleasing, assigning or apportioning the whole or any part of their contracted space to any other business or individual.
- We will do everything possible to fulfill a vendor’s request. However, the management retains the right to adjust location if such adjustment is warranted. Assignments are based on: Level of sponsorship, type of product and size requested. Vendors are responsible for their own pipe & drape, tables and chairs. Hipico Santa Fe does NOT provide NOR rent pipes and drapes, chairs, tables, etc.
- Insurance - All vendors must provide proof of insurance prior to coming onto the grounds. A certificate of insurance is
- required in the amount of \$1,000,000 per occurrence and \$2 million general aggregate. A VENDOR WILL NOT BE ALLOWED TO MOVE IN AND AN APPLICATION WILL NOT BE CONSIDERED COMPLETE UNLESS A CURRENT CERTIFICATE OF INSURANCE IS PROVIDED AT THE TIME OF FINAL PAYMENT, LISTING THE COMPANIES, BELOW, AS ADDITIONALLY INSURED. NO EXCEPTIONS.

– HIPICO Santa Fe

– Grand Prix de Santa Fe, LLC

No reservations will be held without completed contracts, insurance certificate and fees. The initial 50% deposit is non-refundable, no exceptions. No refunds of any kind will be made after June 30, 2018, no exceptions.

While HIPICO does have site security, we do not have Marketplace security. Please be advised that vendor merchandise left unattended in a vendor space is the sole responsibility of the vendor. HIPICO assumes no responsibility for lost or stolen goods.

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