



2020 SANTA FE SUMMER SERIES

HIPICO Santa Fe Vendor Agreement

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 Lounge Hospitality Tent. All vendor spaces are subject to availability and approval by HIPICO management.

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, 2020. Full payment must be made by June 30, 2020 or the reservation may be cancelled at the discretion of management.

We can be reached at 505.474.0999 or vendors@hipicosantafe.com.

2020 Early Bird Program

5% discount if balance is paid in full by March 31, 2020.

Name/ Company Name:

[Click here to enter text.](#)

Street Address:

[Click here to enter text.](#)

Products you will be vending; please be specific and include name brands, item descriptions, etc.:
Fine art portraits, custom crosses, ornaments and jewelry

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

Santa Fe Welcome Week 1 July 15th – 19th ☐

Santa Fe Sonrisa Week 2 July 24th – 28th ☐

Santa Fe Fiesta Week 3 July 29th- August 2nd ☐

Grand Prix de Santa Fe Week 4 August 5th –9th ☐



VENDOR AGREEMENT

Please choose desired trailer size space and requested electrical access and/or pump out service (SECTIONS A, B & C).

SECTION A Independent Trailer Spaces:

Please indicate preference of size. The following are for trailer spaces ONLY.

- | | | |
|--------------------------|--|---|
| <input type="checkbox"/> | \$350/ week for 10'x10' space x # of weeks (1, 2, 3 or 4) = | Click here to enter text. |
| <input type="checkbox"/> | \$700/ week for 10'x20' space x # of weeks (1, 2, 3 or 4) = | Click here to enter text. |
| <input type="checkbox"/> | \$1000/ week for 10'x30' (or larger) x # of weeks (1, 2, 3 or 4) = | Click here to enter text. |

SECTION B Power requirements:

- | | | |
|--------------------------|--|---|
| <input type="checkbox"/> | \$25/ week for 110 volts usage x # of weeks (1, 2, 3 or 4) = | Click here to enter text. |
| <input type="checkbox"/> | \$75/ week for 30 amps usage x # of weeks (1, 2, 3 or 4) = | Click here to enter text. |
| <input type="checkbox"/> | \$100/ week for 50 amps usage x # of weeks (1, 2, 3 or 4) = | Click here to enter text. |

SECTION C Pump out services:

- | | | |
|--------------------------|---|---|
| <input type="checkbox"/> | \$50/week for 2 pump outs (Tuesday and Friday) x # of weeks (1, 2, 3, 4) = | Click here to enter text. |
| <input type="checkbox"/> | \$50/each for one (1) non-scheduled service day x # of weeks (1, 2, 3, 4) = | Click here to enter text. |
| | Preferred non-scheduled day of service (Mon, Wed or Thu only) = | Click here to enter text. |

SECTION D Curated spaces inside the HIPICO Lounge Hospitality Tent:

Please select preferred days and any requested electrical access (SECTION B)

- | | | |
|--------------------------|--|---|
| <input type="checkbox"/> | \$500/ week (Wednesday – Sunday) # of weeks (1, 2, 3 or 4) = | Click here to enter text. |
| <input type="checkbox"/> | \$300/ weekend (Saturday & Sunday) # of weeks (1, 2, 3 or 4) = | Click here to enter text. |

Enter amount from Section A:	Click here to enter text.
Enter amount from Section B:	Click here to enter text.
Enter amount from Section C:	Click here to enter text.
Enter amount from Section D:	Click here to enter text.
Total for Sections A, B, C & D:	Click here to enter text.



VENDOR AGREEMENT

PAYMENT INFORMATION:

Check Number: Click here to enter text. Payable to “Grand Prix de Santa Fe”

Credit Card Number: Click here to enter text.

CVV Number: Click here to enter text. Expiration Date: Click here to enter text.

Cardholder Name: Click here to enter text.

Billing Address: Click here to enter text.

Email Address: Click here to enter text.

Best Contact Phone Number: Click here to enter text.

Agreements can be mailed to:

HIPICO Santa Fe
P.O. Box 5353
Santa Fe, NM 87502

Or submitted via email to:

vendors@hipicosantafe.com



VENDOR AGREEMENT

TERMS AND CONDITIONS

- ☐ Completed reservation form and non-refundable deposit of 50% of total vendor fee is due by June 1, 2020.
- ☐ The balance of the vendor fee is due by June 30, 2020. If full payment is not received by June 30, 2020, the vendor reservation may be cancelled at the discretion of management.
- ☐ Applications/payments submitted after June 30, 2020 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. If setup is needed on show days (Wednesday-Sunday) it 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.
- ☐ All vendor spaces 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 COMPANY, BELOW, AS ADDITIONALLY INSURED. NO EXCEPTIONS.
 - Grand Prix de Santa Fe



VENDOR AGREEMENT

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, 2020, 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: [Click here to enter text.](#)

Date: [Click here to enter text.](#)