



VENDOR INFORMATION

2025/2026 Competition Season

RETURNING VENDORS have until May 1, 2025, to submit an application for **PRIORITY CONSIDERATION** for the 2025/2026 competition season. After this date, all applications will be reviewed and considered equally.

VENDOR APPLICATION PROCESS

Applications must be completed in full and signed before submission. Priority is given to vendors who are:

- Desert Horse Park sponsors
- Seeking vendor space for the full competition season

Vendors may be limited due to prior agreements and to ensure event attendees have access to a variety of merchandise and/or services. DIHP reserves the right to reject any vendor application for any reason or to withdraw acceptance. Receipt of application and fees does guarantee acceptance.

Vendor applications must be completed online. A link to the online application form can be found at deserthorsepark.com/vendor-information/. Applicants must verify they have received and are in agreement with all rules, terms and conditions as set forth by Desert International Horse Park.

VENDOR SELECTION & SPACE ASSIGNMENT

These criteria are used when selecting vendors and assigning vendor spaces:

- The order in which the application is received
- The duration of time requested (full-season requests receive priority)
 - Requests of less than two (2) consecutive weeks will be accepted only in select locations and only on a provisional basis
- Suitability of product and/or services with our event demographic
- Vendor space preferences are honored where possible

VENDOR APPLICATION PROCESSING FEE

A \$200.00 processing fee is required at the time of application submission for ALL applicants (new and returning); applications submitted without the processing fee will not be considered. If accepted, the processing fee will be applied toward the total vendor fees for the season. The processing fee is non-transferable and non-refundable under any circumstances.

VENDOR DECISION NOTIFICATION

Applicants are notified via email once their application has been reviewed and accepted. A DIHP Vendor Agreement is sent upon approval of the Vendor Application; the Agreement must be completed, signed and returned by the date stated within the agreement with payment due to confirm and hold vendor space.

CERTIFICATE of LIABILITY INSURANCE

A current certificate of insurance is required by all vendors at least five (5) business days prior to arrival at the venue. This policy must be valid for at least thirty (30) days following the last day as a vendor at DIHP to be accepted. The minimum policy requirements are as follows:

- \$1,000,000 per occurrence

CERTIFICATE of LIABILITY INSURANCE (continued)

- \$2,000,000 aggregate in combined single-limit bodily injury (including death) and property damage insurance, including products/completed operations
- Coachella Horse Park LLC, a Delaware limited liability company doing business as Desert International Horse Park, named as Specifically Designated Additional Insured
- A certificate of insurance for Workers Compensation and Employment Liability in the amount of no less than \$100,000 per occurrence

PAYMENT

Regardless of the preferred method of payment, a **DIHP Credit Card Authorization Form** MUST be completed by every vendor and is kept on file for thirty (30) days following the end of the vendor agreement in the event of payment issues or as otherwise provided in the agreement. The non-refundable \$200.00 vendor application processing fee will be processed using the card on the authorization form; checks, cash or other forms of payment are not accepted for the application processing fee. If your application is accepted, this fee will be applied toward the total vendor fees for the season; vendor fees (the application processing fee excluded) may be paid by credit card, check, wire or ACH.

***NOTE: A 3% credit card surcharge will be applied to ALL fees paid via credit card**

PAYMENT PLANS

Payment plans are offered exclusively to those participating for the entire season (14 weeks of competition) OR the entirety of Desert Circuit (10 weeks).

- **Full Season:** 10% upon signing agreement; 10% on September 1; 25% on October 1; 25% on December 1; balance owing on February 1
- **Full Desert Circuit:** 10% upon signing agreement; 10% on September 1; 25% on December 1; 25% on January 1; balance owing on February 1

For all other vendors (those not eligible for payment plans), vendor fees are due IN FULL within five (5) business days of signing the vendor agreement.

WIRING & ACH INSTRUCTIONS: All wire fees are incurred at the expense of the sender/remitter.

- Bank Name & Address: Wells Fargo Bank, N.A. 420 Montgomery Street San Francisco, CA 94104
- Wire Routing Transit Number: SWIFT/BIC code WFBIUS6S
- Beneficiary Name & Address: Coachella Horse Park LLC PO Box 5700, La Quinta, CA 92248
- Beneficiary Account Number: # 4941530883
- CHIPS Participant: 0407

LATE PAYMENT FEE & INTEREST

Payments that are not received within five (5) days of the due date are automatically subject to a \$100.00 late payment fee. Interest on the balance due will also accrue at a rate of 2% per day on the balance owed one (1) day after the invoice due date.

CANCELLATIONS

Requests for cancellation of space reservations must be made in writing and received by the Vendor Liaison at least forty-five (45) days prior to the move-in date listed on the signed agreement. Deposits paid are non-refundable and non-transferrable.

LOAD-IN DETAILS

Vendors may load in between 8:00 am Monday and 8:00 pm Tuesday of their first vendor week; please confirm move-in date and time with the Vendor Liaison at least 24-hours in advance. Load-in dates/times outside of this timeframe must be approved in writing by DIHP. Trailers or tents placed in incorrect locations will be required to move or will be moved by DIHP at the vendor's cost. Vendors are responsible for set-up labor, fixtures, extension cords, sandbags, tables/chairs, etc.

LOAD-OUT DETAILS

Vendors may load-out at the end of competition on Sunday of their final week of vendor participation. Under no circumstances may trailers be moved and/or tents be disassembled or moved during competition hours. **Vendors leaving mid-series or mid-circuit must complete their tear-down and vacate their vendor location by no later than 8am on Monday following their final week of participation.**

SHIPPING & RECEIVING

Vendors may ship items directly to DIHP up to five (5) business days before the start of their vendor rental agreement period. Due to restricted storage capacity, shipments received before this may be “returned to sender” at the Vendor’s cost. The following must be used when shipping items to DIHP:

Desert International Horse Park

85555 Airport Boulevard, Thermal, CA 92274

Attn: [name of vendor and/or person(s) authorized to pick-up the item]

Freight shipments must be pre-approved by the Vendor Liaison and scheduled for Mondays or Tuesdays of competition weeks only. A vendor or vendor representative must be present to receive and sign for freight shipments. **Vendor shipments requiring use of a DIHP forklift or tractor will be billed to the vendor at a rate of \$50.00 per pallet.**

SECURITY

It is the sole responsibility of the vendor to safeguard their property before, during, and after horse show hours. DIHP cannot be held responsible for the individual security of each vendor space nor be held liable for any lost, damaged or stolen items. DIHP assumes no risk or liability for any damage, injury or loss to any persons or goods which may arise from and/or in connection with vendor-related activities.

SOLICITATION

No signage or promotional materials are to be exhibited or advertised in ANY manner whatsoever outside of the vendor’s designated booth space without written consent from DIHP. This includes posting flyers on course boards outside of competition rings, placing materials inside of VIP and ring viewing structures, etc. All non-approved signage and materials will be removed and disposed of by DIHP.

VENDOR PARKING PERMITS

A limited number of vendor parking spaces are made available to those with a valid Vendor Parking Permit. Spaces are not guaranteed as the parking spaces are shared with DIHP staff and are available on a first come first serve basis. Permits are issued through the Show Office and the number of permits per vendor is based on the size of the rental space: up to 12’ space = one (1) permit; 13’ to 30’ = two (2) permits; greater than 30’ = three (3) permits.

Permits are non-transferable and for use solely by persons working inside a paid vendor location on a full-time basis. Persons found to be abusing vendor parking privileges will have their pass(es) removed. DIHP reserves the right to change or restrict the number of permits issued at any time and for any reason.

VIP ACCESS for VENDORS

Vendors may purchase weekly VIP access passes at a reduced rate through the Vendor Liaison; there are no discounts available for single-day VIP passes. Passes are exclusively for those working in a **full-time capacity** at an active vendor location. DIHP reserves the right to limit the number of vendor passes issued on any given week and to any single vendor. **Passes are valid for food and beverages for one (1) person per day**; passes are non-transferrable once issued for the day. **Pass holders must not take food and/or beverages outside of VIP for consumption by a person(s) not holding a paid VIP pass for that day.** Persons found to be abusing VIP privileges will have their privileges revoked and/or be charged for additional VIP passes at the sole discretion of DIHP management.

VENDORS & DOGS

As per USEF Rules, dogs are not permitted to be loose ANYWHERE on competition grounds and must be held on a leash or otherwise restrained. This includes all areas in and around vendor row and vendor buildings. Failure to comply may result in fines, expulsion and/or loss of vendor privileges without refund.

VENDOR PRICING

Food Vendors

Food vendors may choose to pay a set weekly fee OR a percentage of gross weekly sales. A weekly sales report and remittance of fees to the Show Office is due on the Wednesday of each new competition week. Please email to report to bmatteson@deserthorsepark.com

- \$1,000/week or 12% of gross weekly sales, whichever is greater
- Season Price: 10% of gross weekly sales

VIP Vendors

A limited number of vendor spaces are made available each season in the Horse Park's VIP hosting pavilion (The Palm Club). Selection is subject to approval by DIHP Management. VIP vendors are not readily accessible to those without VIP access; please contact our Vendor Liaison for more information

- Vendor Fee: \$3,000 per week
 - Does not include cost of tent rental/construction, DIHP staff resources (eg. moving pallets), etc.
- Vendor Fee includes one (1) weekly VIP Vendor Pass
 - All vendor staff working in VIP must have VIP access privileges
 - Additional passes may be purchased at a discounted rate for vendor staff use only

All Other Vendors

Season pricing includes National Sunshine Series 2025 (2 weeks), Desert Holiday 2025 (2 weeks), and Desert Circuit 2026 (10 weeks).

In the event this schedule is expanded to include one or more additional competition weeks in 2026, vendors will be provided the option to add these weeks at an additional fee subject to available space.

2025/2026 Season	Weekly Price	Season Price*
DIHP-Provided Tents		
Prices include tent with walls, curtain-style fronts and electrical access.		
10' x 10' Fabric Tent (flooring not provided)	\$850	\$11,050
15' x 20' Marquee-style Tent (wood floor included)	\$1,200	\$15,600
Vendor-Provided Tents & Trailers		
Based on total length of space required @ approx. 15' deep; price includes electrical.		
Up to 12' in length	\$600	\$7,800
Up to 20' in length	\$1,000	\$13,000
Up to 30' in length	\$1,200	\$15,600
Up to 40' in length	\$1,400	\$18,200
Up to 60' in length	\$1,600	\$20,800
Over 60' in length	\$1,800	\$23,400
DIHP Permanent Vendor Structures		
Price includes electrical.		
Cabin-Style Structures up to 200 sq. feet	\$1,150	\$14,950
up to 300 sq. feet	\$1,400	\$18,200
Modern Structures 200 sq. feet	\$1,400	\$18,200
up to 250 square feet	\$1,600	\$20,800
up to 300 square feet	\$1,800	\$23,400
up to 350 square feet	\$2,000	\$26,000
up to 400 square feet	\$2,200	\$28,600
*Based on 14-weeks of competition (Sunshine x2, Desert Holiday x 2, Desert Circuit x 10) Custom-built, vendor-financed structures available with long-term vendor agreements		