



VENDOR INFORMATION

Marshall + Sterling / USHJA National Championship 2025 - Las Vegas

RETURNING VENDORS have until July 15, 2025, to submit an application for PRIORITY CONSIDERATION for the 2025 competition. 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:

- Event sponsors
- Returning vendors

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. Applicants must verify they have received and are in agreement with all rules, terms and conditions as set forth by Desert International Horse Park and South Point Casino and Hotel.

VENDOR SELECTION & SPACE ASSIGNMENT

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

- The order in which the application is received
- Suitability of product and/or services with our event demographic
- Vendor space preferences are honored where possible

VENDOR DECISION NOTIFICATION

Applicants are notified via email once their application has been reviewed. A DIHP Vendor Agreement is sent upon Vendor Application approval; the Agreement must be completed, signed and returned by the date stated within the agreement.

VENDOR SPACE RESERVATION FEE

If accepted, a \$250 Vendor Space Reservation Fee must be paid to hold the vendor space. This fee will be applied toward the total vendor fees for the event. This fee is non-transferable and non-refundable under any circumstances.

CERTIFICATE of LIABILITY INSURANCE

A current certificate of insurance is required by all vendors and no vendor may move into the facility without this certificate. This policy must be valid for at least thirty (30) days following the last day as a vendor at the event to be accepted. The minimum policy requirements are as follows:

- \$1,000,000 per occurrence;
- \$2,000,000 Products Aggregate; and
- \$2,000,000 Policy Aggregate

CERTIFICATE of LIABILITY INSURANCE (continued)

- Ensure the certificate indicates the following:
 - Primary/Non-Contributory
 - Waiver of Subrogation
 - Additional Insured (must use the verbiage below)

Coachella Horse Park, LLC., doing business as Desert International Horse Park ("DIHP"), its officers, directors, employees, owners, representatives and agents, and GAUGHAN SOUTH LLC., doing business as South Point Hotel and Casino ("SPHC"), its officers, directors, employees, representatives and agents and all subsidiary, affiliated or associated companies, corporations, entities or organizations as may now or hereafter be constituted, that own, are related to or manage the property owned by such entities, are named as additional insureds and that such insurance afforded the additional insureds is primary and non-contributing with any other insurance that additional insureds may carry.

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. **Vendor fees must be received in full by September 1, 2025;** payment options include credit card, check, wire or ACH.

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

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 WFBUS6S
- 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 emailed to Sponsor@deserthorsepark.com 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

Sunday, November 9 from 8:00am - 6:00pm + Monday, November 10 from 6:00am - noon. Please confirm move-in date and time with the Vendor Liaison at least 48-hours in advance. Load-in dates/times outside of this timeframe must be approved in writing by DIHP. Trailers or displays 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, etc. Basic folding chairs and tables can be provided by the venue.

Vendors must supply their own moving carts for loading and unloading supplies. A minimum fee of \$250 will be invoiced directly to vendors from South Point Casino in the event their staff and/or equipment are required for move-in/move-out (eg. use of forklifts).

LOAD-OUT DETAILS

Sunday, November 16 following final class + Monday, November 17 from 6:00am - noon. Under no circumstances may trailers be moved and/or display be disassembled or moved during competition hours.

SECURITY

It is the sole responsibility of the vendor to safeguard their property before, during, and after horse show hours. While the casino does have 24-hour security, the Desert Horse Park and South Point Casino 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.

PARKING

All-day vehicle parking is available at no cost for this event. Overnight RV parking is NOT available at South Point Casino. The Oasis RV Resort - located nearby at 2711 West Windmill Lane - can be reached at (702) 260-2020; please mention you are a vendor at the South Point Casino).

ELECTRICAL

Complimentary 5 amp service for all vendors; for electrical service greater than 5 amps, please indicate on the application form as additional charges will apply.

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, lounge tables in the vendors hall, etc. All non-approved signage and materials will be removed and disposed of by DIHP.

SHIPPING & RECEIVING

For packages, please send to the following address:

South Point Arena Dock
Attn: Dee Smalls/[Booth Name (e.g. CWD Booth)]
9777 Las Vegas Blvd S
Las Vegas, NV 89183

For larger items/pallets:

- Use the same address and labelling as for packages (see above)
- Forklift fees will apply anytime a forklift is required: \$95/hr or \$35/pallet (paid directly to South Point)
- Large items/pallets that arrive PRIOR to designated vendor move-in day(s) will be charged a \$250 storage fee (paid directly to South Point)