

2024 WCP Horse Show Vendor Guide

Thank you for your interest in joining us as a vendor at our 2024 Ottawa Equestrian Tournaments! Please review our pricing and guidelines below before completing our online application form:

Equestrian Equipment/Supplies and Artisan Vendors Application:

<https://forms.office.com/r/6Du5Nb8Pz0>

Food Vendors Application: <https://forms.office.com/r/4NVA0ufs52>

A team member will contact you after your form has been submitted.

Vendor Classification and Requirements

- Equestrian Equipment and Supplies (Equestrian Vendors)
 - Those whose main demographic is competitors.
 - Products may include tack, rider apparel, products specifically for horses, equine services, etc.
 - Must attend the entire duration of all shows attending.
- Artisan Vendors
 - They may or may not carry equestrian tailored products, but their main demographic is NOT competitors.
 - Products may include crafts, pet treats, clothing, art, non-horse related services, sealed food/drink products, etc.
 - Indoor space available on weekends at select gold events.
- Food Vendors
 - Those whose only products are food/drink and have an orderable menu ready to serve on mass.
 - We accept a very limited number of food vendors per show. We ask most of our food vendors to provide a set number of meals/food items in place of a vendor fee. Please fill out the 'food vendor application form' for further details on pricing and partnership.

What are the types of show?

Rain or shine, we typically host English hunter/jumper shows ranging from regional to international levels of competition.

Level	Description	Events
Bronze/Silver	<ul style="list-style-type: none"> - Local weekend shows where riders are competing on the regional and provincial circuit. - Average # of competitors: 200-250. - Minimal spectators. - Competitors are typically from the Ottawa area, with some pull from Quebec and Kingston. - Sometimes referred to as 'trillium shows'. 	All 5 bronze/silver events are highlighted green
Gold	<ul style="list-style-type: none"> - 4-5 day shows where riders are competing on the national circuit. - Average # of competitors: 500-800. - Many spectators. - Competitors pull from Ottawa, Quebec, and Toronto. - Sometimes referred to as 'A shows'. 	Ottawa Welcome I & II Ottawa Summer Tournaments I & II (OST I&II) Major League Show Jumping (MLSJ) Ottawa National
Platinum	<ul style="list-style-type: none"> - 5 day show where riders are competing on the international circuit (FEI). - Average # of competitors: 600-700 - Most spectators - International level competitors come from around the world to compete. 	Major League Show Jumping (MLSJ)
*Eventing Finals	<ul style="list-style-type: none"> - 2 day finals for Eastern Canadian eventers at the gold, silver, and bronze level. - Competitors from all over Ontario, Quebec, New Brunswick, Nova Scotia, and PEI 	Eastern Canadian Eventing Championships

Individual Show Dates & Pricing

- Prices listed are for Equestrian and Artisan vendors and exclude hst.
- Prices include space on site only. Vendors are required to provide their own setup (tent/trailer/table/chairs/etc.). See 'Setup Requirements' for further details and expenses.
- Prize donations are greatly appreciated and go a long way to support our event.
 - o Equestrian vendors may decrease their vendor fee by donating prizes up to a percentage of the value of your total vendor fee. Please inquire with us about this option after completing the application form.
 - o Prizes can be donated all together at the beginning of the season (preferred) or on the arrival day of each event. Prizes must be outlined in advance.
- Cancellations once vendor application has been accepted may be subject to a fee.
 - o More than 3 weeks before events start: full refund
 - o Less than 3 weeks before events start: potential no refund
 - o Prizes donated in contra will not be refunded.

Event Dates	Event Name	Price
Sat. May 11 th /Sun. May 12 th	Fiddler's at The Parks (Silver/Bronze)	Equestrian: \$100 Artisan: \$50 prize donation
Thurs. May 16 th -Sun. May 19 th	Ottawa Welcome I (Gold)	Equestrian: \$250 Artisan: Prize donation \$50 min value
Thurs. May 23 rd -Sun. May 26 th	Ottawa Welcome II (Gold)	Equestrian: \$250 Artisan: Prize donation \$50 min value
Sat. June 8 th /Sun. June 9 th	Slide Into Summer at The Parks (Silver/Bronze)	Equestrian: \$100 Artisan: \$50 prize donation
Sat. June 15 th /Sun. June 16 th	Gaelic Glen at The Parks (Silver/Bronze)	Equestrian: \$100 Artisan: \$50 prize donation
Wed. July 3 rd -Sun. July 7 th	Ottawa Summer Tournaments I (Gold)	Equestrian: \$600 Artisan: Prize donation \$100 min value
Wed. July 10 th -Sun. July 14 th	Ottawa Summer Tournaments II (Gold)	Equestrian: \$600 Artisan: Prize donation \$100 min value
Sat. Aug. 3 rd /Sun. Aug. 4 th	The Parks I (Silver/Bronze)	Equestrian: \$100 Artisan: \$50 prize donation
Sat. Aug. 10 th /Sun. Aug. 11 th	The Parks II (Silver/Bronze)	Equestrian: \$100 Artisan: \$50 prize donation
Wed. Aug. 21 st -Sun. Aug. 25 th	Major League Show Jumping (Gold/Platinum)	Equestrian: \$600 Artisan: Prize donation \$100 min value
Thurs. Sept. 12 th -Sun. Sept. 15 th	Ottawa National (Gold)	Equestrian: \$250 Artisan: Prize donation \$50 min value
Sat. Oct. 12 th /Sun. Oct. 15 th	Eastern Canadian Eventing Finals (Gold/Silver/Bronze)	Equestrian: \$100 Artisan: \$50 prize donation

Bundles: (Equestrian Vendors only)

- All prices exclude hst and additional setup fees.
- All fees must be paid by the Saturday of the first calendar event.
- Our cancellation policy will still apply on a 'per event' basis.

Events	Price
Attend all Show Dates	\$2200
Attend all Gold Shows	\$1800
Attend all Bronze/Silver/Eventing	\$500
Welcome I & II	\$350
Ottawa Summer Tournaments I & II	\$1000

Setup Requirements:

- Vendors are required to provide their own setup (tent/trailer/table/chairs/etc.).
- We can accommodate most pop-up tents, trailers, trucks, etc. But we do need to know dimensions and space requirements in advance.
- Power: (If given advance notice, we can supply a limited amount of power at an additional fee.)
 - o 15amp (+\$40 per week/event)
 - o 30amp (+\$75 per week/event)
 - o 50amp (+\$100 per week/event)
- Water:
 - o With advance notice, we may be able to provide access to potable city water, but all vendors are responsible for materials required for obtaining, containing, and disposal.
- There is no grey water or oil disposal on site.

Hospitality tent: (Available at Ottawa Welcome I & II and Ottawa National)

- Space for 10ft x 10ft booth style setup
- Weather protection (leave setup overnight)
- No additional fee
- Most vendors will be placed here during the Welcome I & II and National

Arrival and Departure:

- Please let us know in advance when you plan to arrive so we can have a team member meet and guide you. *There is a lot of traffic from both horses and people. We want to prioritize safety and minimize any interruptions to the show. *
- Many factors go into consideration on where we place each vendor. Please follow our directions regarding placement and setup at time of arrival.
- **All confirmed vendors will be notified the week before the event of important information, any minor changes, timing confirmations, directions, etc.**

Welcome I, Welcome II, National			
Vendor Type	Arrivals	Departures	Notes
Equestrian	Tues or Wed between 6:30am and 5:00pm	Sun 3:00 onwards (unless show finishes sooner)	Those staying from Welcome I through Welcome II can stay setup
Artisan	Sat between 5:30am and 7:00am	Sun 3:00 onwards (unless show finishes sooner)	All setup in tent during these shows
Food	Thurs between 4:00pm and 6:00pm or Fri between 5:30am and 7:00am	Sun 4:00 onwards (unless show finishes sooner)	Limited availability

OST I, OST II, MLSJ			
Vendor Type	Arrivals	Departures	Notes
Equestrian	Mon or Tues between 6:30am and 5:00pm	Sun 3:00 onwards (unless show finishes sooner)	*Those staying from OST I through OST II can stay setup*
Artisan	Mon or Tues between 6:30am and 5:00pm	Sun 3:00 onwards (unless show finishes sooner)	*Those staying from OST I through OST II can stay setup*
Food	Thurs between 4:00pm and 6:00pm or Fri between 5:30am and 7:00am	Sun 4:00 onwards (unless show finishes sooner)	Limited availability

Bronze/Silver, Eventing			
Vendor Type	Arrivals	Departures	Notes
All	Fri between 6:30am and 5:00pm	Sun 3:00 onwards (unless show finishes sooner)	Limited availability

Additional Notes

VENDOR RESPONSIBILITIES: In connection with the execution of this contract, the vendor shall:

1. Provide their own fully self-contained mobile unit or tent (tents are not recommended due to inclement weather possibilities).
2. Undertake to observe all rules and directions which are imposed by Wesley Clover Parks generally or specifically in respect of the space which is being used.
3. Vendors are required to be open for business within the parameters previously stated in the vendor information package.
4. Replenishment of supplies must be done prior to show hours in the morning, or after the show has finished for the day. There cannot be vehicles driving through the site between 8am-5pm during a horse show.
5. Provide at its own expense the necessary safeguards to protect the Vendor's property when left overnight at the venue.
6. Signage will be professional in appearance. There are no walls around your space to hang or lean merchandise on.
7. Vendors are responsible for the removal of all used (gray) water and/or oil. All gray water and/or oil must be removed from the site when vendor leaves. There is absolutely NO disposal onsite.
8. Any oil/grease leaks must be cleaned up by vendor, prior to leaving the site.
9. No use of the Wesley Clover Parks or specific event logos are permitted without prior consent in writing.
10. Food vendors must meet all food safety requirements and apply through the Ottawa Public Health.

INSURANCE REQUIREMENTS: The [Vendor] shall obtain from each of its insurers and shall ensure all subcontractors obtain from their respective insurers, a waiver of subrogation in favour of Wesley Clover Foundation & its affiliates with respect to losses arising in connection with this agreement under each policy of insurance as required, to be maintained by contractor and subcontractor hereunder except any policy under which by law an insurer cannot grant a waiver of subrogation.

The Vendor shall, at its sole expense and cost, carry (i) a policy of general liability insurance against claims of personal injuries, wrongful death, or property damage occurring on or about Wesley Clover Parks with a minimum amount of five million dollars (\$5,000,000). A Certificate of insurance (COI) verifying said policy and naming Wesley Clover Parks and Wesley Clover Foundation, as additional insured must be provided at the time of application. OR (ii) a signed copy of WCP's Hold Harmless Agreement (please request if needed)