

TRAVERSE CITY HORSE SHOWS 2025 VENDOR APPLICATION



VENDOR INFO

Name of Business	
Contact	Phone
Street Address	Email
City, State, Zip	Business Website
Nature of Business/Description of Product/Brands that you carry;	

SIZES & RATES

Tent Size	Spring Series June 4-22	GLEF Series A July 2-20	GLEF Series B July 22 – Aug 10	Fall Series September 3 - 21
10x10	\$1,200	\$1,500	\$1,500	\$1,200
15x15	\$1,900	\$2,500	\$2,500	\$1,900
20x20	\$2,500	\$3,500	\$3,500	\$2,500
Trailer	\$75 x linear foot	\$100 x linear foot	\$100 x linear foot	\$75 x linear foot
Food Vendor	\$1,000 or 20% of gross sales per week; whichever is greater			

PAYMENT INFO

Name on card	
Billing Address	
City, State, Zip	
Card	
Exp	CV Code
I, authorize Traverse City Horse Shows, LLC to charge my credit card above for agreed upon purchases. I understand that my information will be saved to file for future transactions on my account. I, agree to the 4% convenience fee included in these transactions.	
Signature	
Date	

Visa – Mastercard – American Express – Discover accepted or cash, check money order enclosed.

RESERVATIONS

Series	Tent size/trailer size	Amount
Spring Series June 4 – 22		\$
GLEF Series A July 2 – 20		\$
GLEF Series B July 22 – August 10		\$
Fall Series Sept 3-21		\$

ORDER SUMMARY

I HEREBY apply for the vendor space and services at Traverse City Horse Shows, LLC. Failure to comply with the insurance requirements will render null and void any contractual agreement formed by the application.	
SUBTOTAL	\$
FLOOR \$500 per 100 sq ft.	\$
6% TAX ON SPACE + FLOOR	\$
4% CREDIT CARD FEE	\$
TOTAL	\$

* Turn the page for all Terms & Conditions

Email: vendor@traversecityhorseshow.com

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Terms and Conditions

- Vendor spaces include tents with sides and electric
- Priority locations will be given to sponsors and those who stay for the full circuit and/or multiple weeks
- Subleases are not permitted unless arrangements are made with TCHS
- **CERTIFICATE OF INSURANCE:** All vendors must have a certificate of insurance (Acord Form #25-S) showing that coverage is in effect from set up to take down. The following are named as Specially Designated Additional Insureds:
Flintfields Horse Park AND Traverse City Horse Shows, LLC

Safe Sport

All vendors agree that they will check all staff against the USEF Safe Sport Sanctions List and will not allow anyone on it to volunteer or otherwise work for the vendor at this Event. Vendors are responsible for regularly checking the sanctions list at: www.usef.org/safe-sport/sanction-list

Arrival

- All Vendors move in on the Tuesday before the show begins! Estimated arrival time must be given to the show at least 48 hours in advance.
- All Vendors must clearly communicate with the venue when they are opening and closing.

Food Vendors

- Food Vendors are required to open by 9 am and remain open until competition ends; unless prior arrangements are made with management.
- Food Vendors are required to submit a sales report weekly with payment. If payment is not received by Tuesday of the following week, the credit card on file will be charged a weekly rate plus any fees accumulated.

Failure to abide by any of the above conditions will result in additional fees.

I, understand that if I do not abide by the above conditions, Traverse City Horse Shows has the authority to charge me additional fees

Signature _____
Date _____