

# PIN OAK MARKET PLACE

Thank you for your interest in becoming a vendor at Pin Oak 2021. Please complete the vendor space request form and submit to [vendors@pinoak.org](mailto:vendors@pinoak.org). Once your request has been reviewed and available space determined, you will be contacted and required to sign a 2021 Vendor Agreement. We realize you have a choice as to where you do business and appreciate you choosing Pin Oak!

SPACE	PRICE
10' x 50'	\$1,805
10' x 40'	\$1,520
10' x 30'	\$1,235
10' x 20'	\$950
10' x 10'	\$665

## 75<sup>TH</sup> PIN OAK · MARCH 24 - APRIL 11, 2021

By completing the vendor request form, you are committing to participating in all 3 weeks of the show. All vendor agreements and payments must be received by March 2, 2021 to confirm your space.

All vendors are required to load in prior to the start of the horse show and may not load out until the completion of the final day of classes. The above vendor fee is for March 24 - April 11, no matter what hours you keep. All booths and trailers must be arranged so that all merchandise and signage are within the assigned space.

Ample space must be provided within the booth for vendor staff and visitors. Due to the Fire Marshall's guidelines, any vendors under the covered vendor section must adhere to a center aisle way of six feet. Vendor booths may not be moved or sublet once assigned. Only one type of business may be sold from assigned space. There will be absolutely no selling of merchandise or professional services on the show grounds or in stalls by any party other than authorized vendors.

### AVAILABLE ELECTRICAL SUPPLY

110 volt / 20 amp • 110 volt / 30 amp • 20 volt / 50 amp

### SET UP REQUIREMENTS

A photo of your vendor set up, this includes tent, trailer, furniture, signage, etc. **must** be submitted with your application - this includes returning vendors. A description of your products, brands you sell and any other services must be listed. We only accept a limited number of applications per category to ensure that our vendors have the most success and we have a diverse offering for our shoppers.

### VENDOR AGREEMENT & PAYMENT

Once your vendor request is approved an invoice will be sent along with the Vendor Agreement. All payments and signed agreements must be received by **March 2, 2021** to secure your space.

- Pay by phone: 281-578-7669
- Pay by check: Great Southwest Equestrian Center, attn: Pin Oak Vendors  
2501 S Mason Road, Suite 100 • Katy, TX 77450

### INSURANCE REQUIREMENTS

Once approved, vendors must provide a certificate of liability insurance and an additional insured rider naming Great Southwest Equestrian Center as an additional insured, which will be as more specifically described in the Vendor Terms and Conditions.

### PROGRAM PRINT DEADLINE

To be listed as a Market Place vendor in the Pin Oak Program, vendors must have signed their Vendor Agreement by February 15, 2021. If you are interested in purchasing ad space, please contact [advertising@pinoak.org](mailto:advertising@pinoak.org).



QUESTIONS  
[vendors@pinoak.org](mailto:vendors@pinoak.org)



# PIN OAK VENDOR SPACE REQUEST

## VENDOR SPACE REQUESTED

- 10' x 50'    10' x 20'  
 10' x 40'    10' x 10'  
 10' x 30'

## REQUIRED ELECTRICAL NEEDS

- 110 volt / 20 amp  
 110 volt / 30 amp  
 220 volt / 50 amp

## PREFERRED AREA

- Under Cover • Dirt okay  
 Under Cover • Concrete only  
 Outdoors

Business Name \_\_\_\_\_

Name of Authorized Signer(s) \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Website \_\_\_\_\_

Instagram @ \_\_\_\_\_ Facebook.com/ \_\_\_\_\_

### Products or services to be displayed (include key brands):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Describe your setup.** If you have a trailer, please list which side the door opens on and if the back opens.  
*Photos required for application consideration. Please attach or email separately.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

### PROGRAM PRINT DEADLINE

All signed Vendor Agreement received by Monday, February 15 will be included in the program.

### VENDOR AGREEMENT & PAYMENT DEADLINE

Signed Vendor Agreement form and payment are due by Monday, March 2 at 5 PM CST.

### WAITLIST

If your request is waitlisted, you will be contacted by Tuesday, March 3 with any availability.

### PLEASE RETURN THE COMPLETED FORM

Great Southwest Equestrian Center • Attn: Pin Oak Vendors  
2501 S. Mason Road, Suite 100 • Katy, Texas 77450  
Email • vendors@pinoak.org | Fax • 281.578.6651

SUBMITTING THIS VENDOR SPACE REQUEST DOES NOT GUARANTEE A SPACE.