

# PIN OAK MARKET PLACE

Thank you for your interest in becoming a vendor at Pin Oak 2024. 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 2024 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

## 78<sup>TH</sup> PIN OAK IS MARCH 26 - APRIL 14, 2024

By completing the vendor request form, you are committing to participating in all 3 weeks of the show. All Vendor Agreements must be signed by March 1, 2024.

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 26 - April 14, 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. 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 not competing with each other.

### VENDOR PAYMENT

Invoices will be sent out upon signing your Vendor Agreement. All payments must be received by vendor move in and deliver to Brittany Hildebrand in the Great Southwest Equestrian Center business office.

### INSURANCE REQUIREMENTS

Once availability is determined, 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, 2024. If you are interested in purchasing ad space, please contact Brittany Hildebrand at (713)-653-3163 or email [Vendors@pinoak.org](mailto:Vendors@pinoak.org).

### QUESTIONS

Brittany Hildebrand • [Vendors@pinoak.org](mailto:Vendors@pinoak.org) • (713)-653-3163



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## 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):

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**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.*

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

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

## PROGRAM PRINT DEADLINE

All Vendors whose signed Vendor Agreement is received by February 15, 2024 to be included on the vendor map in the program.

## VENDOR AGREEMENT DEADLINE

Signed Vendor Agreement forms are due by March 1, 2024 at 5 PM CST.

## VENDOR PAYMENT

Payments are due on/before move in. Vendors will not be allowed to move in until payment is received.

## PLEASE RETURN THE COMPLETED FORM

Pin Oak Charity Horse Show • Attn: Vendors | 2501 S. Mason Road, Suite 100 • Katy, Texas 77450  
Email • Vendors@pinoak.org | Fax • 281.578.6651