



WASHINGTON INTERNATIONAL HORSE SHOW

Important Information for Vendors

Welcome to the 61st Annual Washington International Horse Show! We are so glad you are joining us for this year's show. **Please read the following information carefully.**

Move-In

Monday October 21, 2019

- **6:00 AM-1:00 PM *you must move your vehicle from the curb lane by 1:00 PM or you will be towed!**
- Unload & Move-in on 6th Street, between F & G Streets (curb lane)
- Please check-in at the desk as you enter, then unload your merchandise and move your vehicle before setting up. This will allow for other vendors to park and unload. You will be given your credentials and other information at this time
- Movers will be on-site to assist with move-in
- **All vendors must be moved in by 10:00 PM on Monday, October 21; no exceptions**

Note: If you are arriving after 1:00 PM, you must make special arrangements **by Friday, October 11** by contacting Elizabeth Mellen at elizabeth@wihs.org or 434-981-1225. This will require purchasing a parking pass (\$175) and moving in from the Capital One Arena garage (elevator access only).

Set-Up

All vendors must set up and exit the concourse no later than 10:00 PM on Monday, October 21; no exceptions. You may enter the building on Tuesday morning at 6:00 AM through the Capital One Arena Administrative Entrance on 7th Street (by Hertz) or through the main entrance after 7:00 AM.

All booths must be set up by show start at 7:00 AM on Tuesday. This is a fire regulation and will be enforced by Capital One Arena.

Move-Out

Sunday, October 27, 2019 at the conclusion of the show (~4:00 PM) ***you must wait until the show concludes to move-out. Movers will be on-site to help with move-out. You must be out of the arena by 10:00 PM.**

Pipe & Drape

WIHS provides black, 8' high back drape and 3' high side railing drape- free of charge. Please contact Elizabeth Mellen at elizabeth@wihs.org or 434-981-1225 with your space preference:

- a. All three sides set up with pipe and drape;
- b. Just the back wall set up with pipe and drape; or
- c. NO pipe and drape.

Electricity

Electricity (one electrical outlet- 20 amp, 120-volt circuit) is available by request (courtesy of WIHS). Please contact Elizabeth Mellen at elizabeth@wihs.org or 434-981-1225 **by Friday, October 18 to request electricity. Requests made after Friday, October 18 will be subject to a \$20 late fee.**

Storage

All items associated with your booth must be confined to the specified dimensions and the tape markings on the floor. Please store all items (and extra merchandise) in your booth space or in your vehicles. Do not block or store items behind your booth or in suite entrances. **This is a fire regulation and will be enforced by Capital One Arena.**

Shipments & Packages

All packages shipped to Capital One Arena prior to Monday, October 21 will be turned away. If you need to have something shipped to Capital One Arena during show week please contact me at elizabeth@wihs.org or 434-981-1225. We strongly advise limiting this to critical items only. All items must be labeled with "WIHS; your company name; and contact name."

WIFI

Internet access is available (but spotty) in some areas of venue but **not guaranteed**. If you need internet for payment process, we encourage you to bring your own data card or hotspot.

Security

Capital One Arena has 24/7 security, but it is highly recommended that you that you lock up, cover up, or personally secure your items at night.

Tax

The District of Columbia's sales tax rate is 6%. Please include this when pricing your goods and merchandise.