

Iowa Horse Fair Exhibit Space Contract



Mail Completed form
and payment to:
Iowa Horse Council
Attn: Linda Spain
3234 Nevada St
St Charles, IA 50240

2017 Trade Show
March 31 - April 1 - April 2

Please give me the same space(s)
I had last year if possible.

EXHIBIT BOOTH FEES

	<u>NO.</u>	<u>RATE</u>	<u>TOTAL</u>
First 10' x 10' Commercial Booth (Includes 2 wristbands, Complimentary IHC Membership, and electric)	_____ X	\$300 = \$	_____
Each Additional 10' x 10' Commercial Booth spaces (+2 wristbands).....	_____ X	\$250 = \$	_____
First 10' x 10' Non-Profit Booth (+2 wristbands and electric)..... (Includes 2 wristbands, Complimentary IHC Membership, and electric)	_____ X	\$200 = \$	_____
Each Additional 10' x 10' Non-Profit booth spaces (+2 wristbands).....	_____ X	\$175 = \$	_____
Additional charge for each End Cap Booth.....	_____ X	\$25 = \$	_____
Bulk Space:			
♦ 30'x50' space (Includes complimentary IHC membership, 2 wristbands and electric)	_____ X	\$800 = \$	_____
♦ 30'x100' space..... (Includes complimentary IHC membership, 4 wristbands and electric)	_____ X	\$1,200 = \$	_____
Additional Wristbands..... (Additional vendor wristbands are also for sale in show office for \$15 during the Horse Fair)	_____ X	\$15 = \$	_____
20% discount for rental of 8 or more commercial booths.....	_____ X	-20% = - \$	_____
		TOTAL	\$ _____

For rental of tables, carpets, etc. contact:
FREEMAN DECORATING
888-508-5054 www.freemanco.com

**Payment of Iowa Horse Fair fees are due 1/2 upon contract
submission with the remaining 1/2 due March 31, 2017.**

Please complete the following (please type or print):

Name/Company Name: _____

Contact Person: _____

Signature: _____

Address: _____

City, State, and Zip code: _____

Phone Number(s): _____

E-Mail: _____

Product/Service: _____

Sales Tax Permit #: _____

PLEASE READ THE ATTACHED RULES, REGULATIONS, TERMS, AND CONDITIONS!

TRADE SHOW RULES, REGULATIONS, TERMS AND CONDITIONS

These rules, regulations, terms, and conditions have been established for the mutual benefit and protection of Exhibitors, Visitors, and the Iowa Horse Fair.

These rules, regulations, terms, and conditions along with any additions or changes, are an integral part of the contract to which the Exhibitor agrees.

DEFINITIONS:

Commercial - Exhibitors promoting a product, service, or stallion for commercial benefit or gain

Non-Profit - Exhibitors that are non-profit organizations that sell nothing other than memberships, limited small items, or request donations

Bulk Space - Used for horse trailers and other large bulky items such as acreage equipment. Most of the bulk space will be available in the Cattle Barn or outside only.

Iowa Horse Council Membership - A complimentary IHC Membership will be provided to all vendors from April until the end of the year with space rental.

PAYMENT: Full payment is due by March 31, 2017. Payment will only be accepted in U.S. funds. Booths may not be set up until fees are paid. Any check returned for insufficient funds or account closed may be cause to make the contract null and void. Lessee shall be responsible for any bank charges incurred in these circumstances plus a \$25 charge by the Iowa Horse Fair.

MOVE-IN: Refer to Move-In/Move-Out description on reverse of Exhibitor Letter and the Move-In/Move-Out schedule in the Exhibitor information. Trailers for sale will be in the Cattle Barn and can be moved in anytime during Move-In hours on Wednesday, Thursday, or Friday. Move-In is on Wednesday 1 PM to 9 PM, Thursday 8 AM to 9 PM, and Friday 8 AM to 11 AM. Limited access will be granted to motor vehicles to enter the Jacobson Exhibition Center building. Access with wheeled carts will be allowed anytime during Move-In hours through the large overhead doors at the east end of the building. It is planned to have the steel emergency double doors open on the north and south sides of the main arena area during Move-In hours for wheeled cart access. Access will not be permitted through the aluminum doors designed for pedestrian use only. The Trade Show will open at 12 noon on Friday and close at 7 PM on Friday. If you want to use a motor vehicle to bring in merchandise, please schedule a time to do this in order to avoid everyone trying to enter at the same time. On Wednesday, Freeman Decorating will be setting up at the same time some move-in will be allowed but even wheeled carts need to be scheduled on Wednesday. Again, wheeled carts may be used anytime during Move-In and Move-Out hours on Thursday and Friday.

MOVE-OUT: The Trade Show closes at 4 PM on Sunday, April 2, 2017. Vendors are not permitted to vacate their exhibit space until after 4 PM. Any vendor who dismantles their space before 4 PM will be subject to a \$100 surcharge or denial of space in the Jacobson Center next year. Move-Out access will be limited to the same similar conditions as Move-In. If a vendor requests a motor vehicle to be brought in to the main floor area, they must get permission from the office. All merchandise must be packed up so a vehicle can be loaded in less than 20 minutes. Last year this procedure was used and nearly everyone was out within 2-1/2 hours. Everyone must be out of the Jacobson Center by 9 PM, Sunday, April 2.

SHOW OFFICE HOURS: Wednesday, March 29, 11 AM to 9 PM, Thursday, March 30, 8 AM to 9 PM; Friday, March 31, 8 AM to 7 PM; Saturday, April 1, 8 AM to 7 PM, Sunday, April 2, 8 AM to 9 PM.

TRADE SHOW HOURS AND BOOTH STAFFING: Trade Show Hours are: Friday, March 31, 12 Noon-7 PM; Saturday, April 1, 8:30 AM - 7 PM; Sunday, April 2, 9 AM - 4 PM. Exhibit booths are required to be staffed at all times during show hours. Non-profit booths that have informational materials only and not products to sell are NOT required to have personnel staff the booth during show hours.

WRISTBANDS: Wristbands will be required at all times (move-in, show, and move-out) to distinguish between exhibitors and the public. Each Exhibitor shall be given two wristbands for each 10' x 10' booth rented or every linear 30' of bulk space (limited to eight wristbands). Additional wristbands may be purchased for \$15.00 each if purchased at the time the request for space is submitted. Lost wristbands will not be replaced and full admission will be charged with no refunds given. During non-show hours, individuals not wearing Exhibitor wristbands may be asked to leave.

EXHIBITOR PRODUCTS/SERVICES: Iowa Horse Fair Management reserves the right to determine the eligibility of any services or products for display. Exhibitors, representatives, and/or distributors must list their products/services on the contract.

ADMISSION TO TRADE SHOW AREA: The Trade Show exhibits will be open to all Iowa Horse Fair attendees. However, the Iowa Horse Fair Management reserves the right to refuse admission to any person(s) in the interest of safety and welfare of those persons and others in the exhibit area.

ASSIGNMENT OF SPACE: Iowa Horse Fair Management reserves the right to allocate space in the best interests of the Iowa Horse Fair. Exhibitors returning from the previous year will be given preference, if possible. To accommodate new or larger exhibits, space may be reassigned at the discretion of the Trade Show Manager.

SUB-LEASING: Exhibitors MAY NOT permit others to use their space, or any part thereof, WITHOUT THE EXPRESS WRITTEN PERMISSION of the Trade Show Manager.

MEETINGS: No Exhibitor shall hold any meetings or events that conflict with the trade show as determined by the trade show manager.

REFUNDS: No refunds will be made if space is not used or only used part of the time. SPACE RENTAL IS NOT REFUNDABLE.

P.A. AND AUDIO-VISUAL EQUIPMENT: The use of audio-visual equipment or any type of public address system is limited to that which in the opinion of the Horse Fair Management does not adversely affect neighboring exhibits.

LIABILITY: Liability for loss, theft, property damage, or destruction and personal injury:

A. Exhibitor hereby waives any and all claims against the Iowa Horse Council, Iowa Horse Fair, show management, facility, decorator, State of Iowa, their employees, agents or representatives resulting from loss, theft, damage, or destruction to its property, or from personal injuries to it, its agents, and/or employees. It is recommended that Exhibitors take precautionary measures of their own, such as securing of small or easily portable articles of value and the removal of them to a place of safe keeping after exhibit hours.

B. Exhibitor assumes entire responsibility and hereby agrees to protect, defend, and save the Iowa Horse Council, Iowa Horse Fair Management, State of Iowa, decorator, their employees, agents, or representatives harmless against all claims, losses, and damages to persons or property, government charges or fines and attorney's fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy, or use of exhibition premises. Exhibitor takes full and complete responsibility for any damage that may occur when moving exhibit material in or out of facility, or destruction of property, or injury to its agents or representatives for any and all claims arising from exhibiting.

C. Any damage to facility through carelessness of Exhibitor, their employees or agents must be paid by the Exhibitor causing damage.

BOOTH CONSTRUCTION: Each booth will be furnished with 8' back drapes and 3' side drapes. The back drape and side drape may not be removed without permission of the Iowa Horse Fair Management. No signs, apparatus, construction, etc., may extend more than 8' above the floor of the exhibit space. Electricity is included for each booth. Please bring your own extension cords and power strips, so only one cord is plugged into the Iowa State Fair receptacle. Exhibitors are responsible for keeping their booth space clean and free of rubbish and in a presentable condition in the opinion of the Iowa Horse Fair management. Nothing can extend into the aisles. All tables should be draped.

BOOTH DECORATING: To order tables, chairs, carpet, etc., arrangements must be made directly with Freeman Decorating Co. prior to arrival or upon arrival. Phone lines can be reserved through the State Fair office. The Iowa Horse Fair is not responsible for accuracy of the items arranged with these other entities

LOCATION OF TRADE SHOW: The Trade Show is located in the Jacobson Exhibition Center at the Iowa State Fairgrounds. Trailer vendors are planned to be located in the Cattle Barn where the Pony Rides are located.

DOGS: Dogs are NOT allowed in the Trade Show Area or Pavilion except service dogs. Any dog on the fairgrounds must be on a leash at all times or securely confined, such as in a stall or crate.

REJECTION OF EXHIBITORS: The Iowa Horse Fair reserves the right to reject any application for Trade Show space at any time, and reserves the right to regain possession of any space by refunding to the applicant or Exhibitor the amount paid for the space.

CANCELLATION OF SHOW: If the Pioneer Pavilion, Horse Barn, or Jacobson Exhibition Center should be destroyed, damaged, or otherwise rendered unusable, or if a strike, act of government, or any other unforeseen event makes it nearly impossible for the Iowa Horse Council to conduct the Iowa Horse Fair, the Iowa Horse Council and Iowa Horse Fair Management is released from any and all claims which might arise as a consequence thereof. If any event or circumstance not caused by the Iowa Horse Fair Management prevents an Exhibitor from erecting or staffing their exhibit for all or any part of the show period, the contractual responsibility between the Exhibitor and the Iowa Horse Fair shall be considered to be satisfied and there shall be no refund to the Exhibitor.

COMPLIANCE WITH LAWS AND REGULATIONS: Exhibitor agrees to obey all laws, ordinances, and regulations governing the use of the Fairgrounds; to abide by the rules and regulations of the Iowa State Fair Fire and Police Departments; to obey all Iowa Horse Fair regulations and other such public officials whose duties may regulate exhibits. All decorative materials used in displays must meet the flame-proofing regulations of the Des Moines Fire Department. Exhibitors may not distribute food, including popcorn and beverages.

PARKING: Exhibitor parking will be permitted in the street adjacent to the Jacobson Center until 11 AM on Friday. Parking is for unloading only and not to park all day. There is NO PARKING in the 4-H lot which is located west and south of the Jacobson Center. There will be a designated vendor trailer parking area that will be determined later after it is known which buildings the Iowa State Fair has rented at the time of the Iowa Horse Fair. There is NO TRAILER PARKING on either side of the Horse Barn or on Rock Island, which is the street that runs between the Horse Barn and Cattle Barn.

IOWA SALES TAX PERMITS: Iowa Sales Tax permits are required of all Exhibitors making retail sales at the Iowa Horse Fair. Temporary Sales Tax Permit forms are included if you do not have a permanent Iowa Sales Tax Permit and are required to have one. Turn them in when you pick up your packets at the Show Office. Some non-profit exhibitors who make incidental sales are not required to have permits. Call the Iowa Department of Revenue at 515-281-3114 or 800-367-3388 (for calls within Iowa) if you do not know if you need a Sales Tax Permit.