

VENDOR APPLICATION

All merchants shall furnish to the Trade Fair Committee proof of comprehensive general liability and products liability insurance in a form satisfactory to the Trade Fair Committee as stated in the Trade Fair Rules. PROOF OF INSURANCE MUST BE RECEIVED WITH THIS APPLICATION, OR MERCHANT WILL NOT BE ALLOWED TO SET UP.

Business Name _____

Type of Business _____

Contact Person _____ Cell # _____

Address _____

City/State/Zip _____

Website _____ Email _____

I AGREE TO THE CONDITIONS OF APPLICATION AND THE "RULES FOR THE TRADE FAIR" AND WILL ABIDE BY THEM.

Signature: _____

FEES: *check all that apply:*

- _____ No booth but in barn solicitation.....\$150
- _____ Single Booth Space 12' x 12'..... \$250
- _____ Double Booth Space 24' x 12'\$300
- _____ Trailer\$500
- _____ Trailer & Tent.....\$500
- _____ Trailer Parked for Event - not staffed... \$850
- _____ Non-Compliance Fee \$350

I will be attending:

- _____ Spring Bay Horse Trials
- _____ Hagyard Midsouth Team Challenge

First time Vendors: Payment is required before the first event. Returning Vendors:

- _____ Bill me for Vendor Fee
- _____ Pay by Venmo: a QR Code will be provided
- _____ Pay at event for Vendor Fee
- _____ Check is enclosed

Additional Promotional Opportunities for Vendors

- _____ **I wish to have my banner on a cross-country jump.**
 - Limited to 2 feet by 6 feet in size **\$250 per event**
- _____ **I wish to have my banner displayed in the stadium area** **\$225 per event**
- _____ **I wish to be a fence sponsor.** **\$250 per event**
- _____ **Other sponsorship opportunities are available or may be custom designed.**

Please make checks payable to: THE LEXINGTON SERIES

Mail check, application and advertisement information to:

Bev Henson
606 Brown Ave.
Shelbyville, KY 40065

If you have questions, please contact Bev Henson at 502-220-0187 or e-mail at bevhenson@me.com. Please do not contact the Show Organizer with questions.

Trade Fair Rules

Kentucky Horse Park
Lexington, KY

1. Application Form Deadline - Space will only be reserved if complete form with appropriate fee and Certificate of Insurance are submitted.

- While telephone inquiries are welcome, applications for the trade fair are not accepted by phone.
- Applications need to be received no later than 30 days prior to any individual horse trial.
- Late applications may be subject to space limitations.

2. Space Assignment - Application for space will be dealt with by the Trade Fair Committee in its sole discretion and the Committee shall determine the position to be allotted to Merchants.

- Merchants must use space provided and designated by the Trade Fair Committee.
- The Trade Fair Committee reserves the right to exclude any person or firm from exhibiting or close the stand of any Merchant for conduct objectionable to the Trade Fair.
- No Merchant will be allowed to place exhibits of any type or description in such a manner as to unduly obscure the exhibits of any adjacent stand or distract horses competing in nearby arenas

3. Signage - All merchants must agree to and abide any regulations from the KHP regarding signage, tent or display.

- Any and all signage that a vendor wishes to place on the KHP must be approved as to size and location by the Trade Fair Coordinator.
- At no time will permanent signage of the KHP be blocked or removed or be placed in a manner to obstruct traffic or anywhere outside of the Trade Fair parameters.
- Absolutely no handwritten signs will be allowed on Park grounds.

4. Set Up of Stands and Hours of Operation - Goods, exhibits and units may arrive on the grounds one day earlier than the first day of the Horse Trials unless other special arrangements are made.

- All stands must be set up by 7:00 am, on the first day of the event. The first day of the event is considered the first day of dressage.
- Vendors will remain open until 6:00 pm. Early closings due to weather are exempt.
- Goods, exhibits and units must be removed by 8:00 pm on the last day of the event unless special arrangements are made.
- You may park your vehicle behind your booth space.
- Electricity will be available to the vendors. **YOU MUST BRING YOUR OWN EXTENSION CORDS.** Only 110 is available.

- Any Vendor not complying with the hours of operation will be assessed an additional fee as listed in the Fee Schedule below.
- Any Vendor who wishes to retain a space but is not open and staffed for the hours listed above will be subject to an \$850 fee. Vendors from previous competitions must comply or remove their displays prior to the Thursday of the Lexington Series competition.

5. Refunds – No refund will be made after two weeks prior to the event.

6. Liability – Every merchant agrees to assume all risks of loss, injury, theft or damage of any kind or nature whatsoever to any exhibit or component thereof, including goods, merchandise, chattels, papers and business records or other property which may be in or come into the exhibitor's possession during the course of the exhibit and to assume all liability for damage to property, person or persons arising from accidental or other causes incidental to movement and operation of the trade fair area and hereby releases the Kentucky Horse Park, the Trade Fair Committee, the Lexington Series and the events which the merchant is attending from any liability whatsoever.

6. Insurance - All merchants shall furnish to the Trade Fair Committee proof of comprehensive general liability and products liability insurance in a form satisfactory to the Trade Fair Committee.

- Vendors will provide a copy of their COI that names the Kentucky Horse Park and the competition as Also Insured. We can provide more information if needed.
- The completed copy of the COI must be received prior to set up.

Questions: Contact Bev Henson at 502-220-0187 or email bevhenson@me.com