

"WELCOME TO THE FORTH ANNUAL TRI-STATE HORSE EXPO"

Trade show hours: The hours the trade show will be open to the public are: Thursday 3:00pm-9:00pm. Friday and Saturday 9:00am-9:00pm and Sunday 10:00am - 5:00pm. (NO PETS IN THE VENDOR BOOTHS, SERVICE DOGS MUST HAVE PAPERS)

Exhibit space and assignment: Booth spaces will be assigned by the Tri-State Horse Expo Vendor manager ONLY. Vendors agree to accept the booth space assigned.

Exhibit space and aisles: All aisles must be kept clear. Booth space is 10x10 and no vendor shall interfere with neighboring spaces. Spaces must be kept clean and in good order. Bulk spaces will be marked and vendor is to keep within the boundaries of their space. If boundaries are exceeded you will be asked to remove any and all items exceeding those boundaries immediately.

Subleasing booth spaces is not allowed. (Sharing booth space must be arranged in advance)

Set up and Tear Down: The expo building will be open Wed MORNING ONLY for large vendors (arrangements need to be set up ahead of time) from 8am to 4pm. The regular set up time will be Thursday morning starting at 9:00am. **YOU MUST CHECK IN WITH VENDOR MANAGER BEFORE YOU START TO SET UP.** All vendor booths must be public ready by 3:00pm on Thursday. IF YOU HAVE PAID FOR ELECTRICITY YOU MUST BRING YOUR OWN EXTENSION CORDS. THESE CORDS WILL HAVE TO BE TAPED DOWN IF IN TRAFFIC AREA. When leaving on Sunday your area must be clean of all trash and everything removed from the building by 8:00pm. If you start removing things early (before 5pm) please do not prop any doors open and do not cause a disruption. (If you have to leave early try to remove all your goods before we open at 10am on Sunday).

Security, liability and losses: The Tri-State Horse Expo will take all reasonable precautions against damage or loss by theft, fire, storm or other causes. However, neither the Tri-State Horse Expo nor the Sioux Empire Fairgrounds will be liable for the loss to exhibitors (vendors) from any of these causes or any causes whatsoever that may arise from use of exhibit space. Exhibitors (vendors) agree to indemnify and hold harmless Tri-State Horse Expo Management and their employees and volunteers against any and all claims arising out of acts or failure to act from exhibitors (vendors), their representatives or exhibits at the Tri-State Horse Expo. Please secure all your possessions accordingly. In case of emergency, please call management at _____ also call 911 for medical, fire or police help.

Refunds of contract: Upon cancellation of vendor space up to 45 days prior to the show opening, 1/2 payment will be refunded. During the last 44 days prior to the event **NO REFUND** will be made for any reason.

Camping Spaces: Spaces are allowed in designated areas only. PAYMENT IS EXPECTED IN ADVANCE Electricity is available. Bathrooms and showers are located in the Expo building. Contact the SECURITY STAFF FOR TRI-STATE EXPO for information. YOU WILL HAVE TO HAVE A CAMPING SPACE CARD, if you fail to obtain a card you will be charged an additional fee.

CHECK IN IS MANDATORY BEFORE SETTING UP. VENDOR CHECK IN WILL BE LOCATED IN THE VENDOR AREA. CALL 351-1452

I agree to terms of this document. _____

(this must be signed by the vendor before February 1, 2017)