

## Northwest Horse Fair & Expo Exhibit Information for Trade Show Space

### Exhibitor Move-In

Thursday, March 22 (any time after 8:00 am).  
All materials must be into the exposition hall by 9:00 pm on Thursday Evening.

**Trucks, Trailers and Tractors part of permanent display will move in Wednesday between 3:00 and 5:00 pm.**

### Vendor Hours

Friday, March 23	10:00 am – 7:00 pm
Saturday, March 24	9:00 am – 7:00 pm
Sunday, March 25	9:00 am – 6:00 pm

### Exhibitor Move-Out

Sunday, March 25 (no booths/exhibits will be allowed to tear down prior to 6:00 pm – no exceptions).

All exhibits must be removed from the grounds by Sunday March 25<sup>th</sup> by midnight.

### Booth Decorations

Tables, chairs, carpet, etc. is not included in booth rental, but may be ordered from the decorator for an additional fee.

### Decorator Services:

Triumph Expo and Events, Inc..  
(503) 417-8000 or [www.triumphexpo.com](http://www.triumphexpo.com)

### Booth Sizes and Fees:

<u>Booth Size</u>	<u>Price</u>	<u>Tickets/Passes*</u>	<u>Corner Locations add</u>
10 x 10	\$475	2 per day	\$50 per 10 x 10 corner location
10 x 20	\$750	3 per day	
10 x 30	\$925	4 per day	
10 x 40 or 20 x 20	\$1,075	6 per day	
Bulk \$1,075 first 400 sq. ft. \$2.50/sq. ft each additional 6 per day			

\*Bulk space is limited to 1,000 sq. ft. in the Willamette Bldg. And 1,200 sq. ft. in the Santiam Bldg.

> Non profit organizations receive \$50 discount. Must provide proof of non-profit status. No retail sales permitted with discount.

### Reserve Space

To reserve space, complete and submit the exhibit contract to the northwest Horse Fair & Expo office along with 50% deposit. Full payment is required if submitted after February 15. **No space will be assigned or held without payment.** Contracts will be accepted until space is sold out.

Questions (765) 655-2107 or [jjcloe@equinepromotions.net](mailto:jjcloe@equinepromotions.net)

### Electricity

Electricity is not included, but may be ordered at an additional fee. 1 outlet, 110 volt, 500 watt pre-order \$50 (\$70 if ordered the week of the event)

Electricity may be ordered on your application or added later by contacting the Northwest Horse Fair & Expo at (765) 655-2107 or [jjcloe@equinepromotions.net](mailto:jjcloe@equinepromotions.net)

### Telephone / Internet Service

WiFi is available

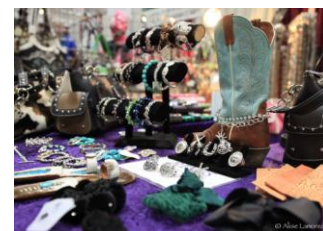
To order a telephone line or dedicated internet line, contact the Linn Co. Fair & Expo Center at 800-858-2005. **Service must be ordered no later than March 8, 2018.**

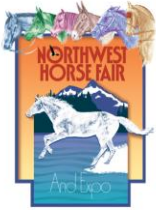
### Additional Admission Tickets

All booth workers are required to have admission tickets/passes. Additional tickets/passes for booth workers may be purchased at a reduced rate. Tickets must be ordered and paid in full by February 15 (limit 10 tickets per day). Any worker without a ticket will pay full admission at the gate.

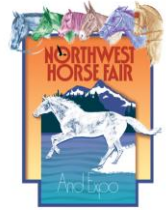
### Program Advertising Discount

Receive 15% off the cost of a half page or larger ad! Exhibitors may purchase an ad in the official event program for a discounted rate (discount applies to ad only, not to typesetting fees).





**Northwest Horse Fair & Expo**  
**March 23, 24 & 25, 2018**  
**Albany, Oregon**



**RESERVATION / EXHIBIT CONTRACT**  
 PLEASE TYPE ALL INFORMATION OR PRINT CLEARLY

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone (\_\_\_\_\_) \_\_\_\_\_ website \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Description of Product (s) and/or Merchandise to be Exhibited / Displayed: \_\_\_\_\_

(Only those items listed will be permitted in your booth)

10 x 10 \$475  
 10 x 20 \$750  
 10 x 30 \$925  
 10 x 40 \$1,075  
 20 x 20 \$1,075  
 Bulk \$1,075 for 400 sq. ft.  
 \$2.50 for ea additional sq ft

Not For Profit  No  Yes Non-Profit Discount \$50 – no retail sales permitted with discount.  
 (you must provide copy of non profit papers with the application)

Size Booth Requested \_\_\_\_\_ Booth Fee \$ \_\_\_\_\_

Corner Fee (\$50.00 per 10 x 10 corner space) \$ \_\_\_\_\_

Electricity – **1 outlet**, 110 volt, 500 watt pre-order \$50 (\$70 week of event) \$50 x \_\_\_\_ Outlets \$ \_\_\_\_\_  
 Contact the NW Horse Fair office if you have different needs for electricity for pricing

\_\_\_\_ Exhibitor's Tickets x \_\_\_\_ Days = \_\_\_\_\_ total tickets @ \$7.00 each \$ \_\_\_\_\_  
 Limit 10 per day - Deadline to order additional tickets is Feb. 15 – **Half price tickets will not be available for purchase after Feb. 15**)

Total Due \$ \_\_\_\_\_

Enclosed is \$ \_\_\_\_\_ deposit (50% due with contract – non refundable)

The balance of \$ \_\_\_\_\_ will be paid no later than February 15

I have read and understand all of the Rules & Regulations & Guidelines set forth by the Northwest Horse Fair & Expo in regard to participation in this event. By affixing my signature below, I agree to abide by each of those Rules, Regulations & Guidelines.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Make all checks payable to: Northwest Horse Fair & Expo** (credit card accepted with 4% service charge added)

**Mail to: Northwest Horse Fair & Expo.**

P.O. Box 858 - Greencastle, IN 46135

(765) 655-2107 Fax (765) 655-2117

Email: [jjcloe@equinepromotions.net](mailto:jjcloe@equinepromotions.net) <http://www.equinepromotions.net>

Make a copy of application and rules for your records.

**OFFICE USE ONLY**

Date Rec'd. \_\_\_\_\_ Amt. Pd \$ \_\_\_\_\_ Pymt. Method \_\_\_\_\_ Ins. Rec'd \_\_\_\_\_

Date Rec'd. \_\_\_\_\_ Amt. Pd \$ \_\_\_\_\_ Pymt. Method \_\_\_\_\_

Non Profit Status  Yes  No NP Papers Rec'd \_\_\_\_\_ Booth # \_\_\_\_\_

# NORTHWEST HORSE FAIR & EXPO

## Rules, Regulations & General Information

1. All charges for exhibit space must be paid in full with good US funds by the date specified on contract/application. Exhibitors not complying will not be allowed to move in.
2. No refunds will be made if spaces engaged are not used, nor will any refunds be made for space used but part of the time.
3. The Northwest Horse Fair & Expo reserves the right to decline or prohibit any exhibit, exhibitor or proposed exhibitor, which in the Management's opinion is not suitable to and in keeping with the character of the Northwest Horse Fair & Expo.
4. No exhibitor or display spaces shall be sublet. Those exhibitors found to be subletting space or providing space to items or persons not normally in your business on a full time basis, will be ordered closed and moved off the premises immediately if the items are not removed.
5. Display will be permitted on the exhibit floor only by official exhibitors. **Exhibit materials/sales are restricted to the purchased exhibit space only. Outside space available only with written approval.** Distributors of advertising matter by representatives of organizations who are not Official Exhibitors is strictly forbidden without the consent of the management.
6. The management, at its discretion, reserves the right to assign exhibitors to the best space available, and to make shifts in location for the benefit of the exhibitor and the betterment of the exhibitors.
7. So that aisles are unobstructed, exhibitors must be arranged so that they are completely within allotted space. Ample space must be provided within for all personnel. Exhibitors planning to build or install their own exhibit backgrounds must limit height to 8 feet, unless the contract provides for a perimeter wall booth at which the background may go as high as 10 feet. Otherwise, exhibits must conform to size of the space and must not be of such character or arrangement to obstruct the view or interfere with the exhibit of others. No noisy or obstructive work will be permitted during open hours of the exhibition, nor will noisily operated displays, nor exhibits producing objectionable odors be allowed. All decorations must be made of flameproof materials or be made flameproof. All packaging materials and containers must be removed from the display floor. No damage of any nature may be done to the booth structures nor to any part of the exhibit halls. Exhibitors will be held responsible for all damages. Displays are subject to inspection and approval for safety.
8. Liability for loss, theft, property damage or destruction and personal injury:
  - a. Exhibitor hereby waives any and all claims against the Northwest Horse Fair & Expo and the facility resulting from loss, theft, damage or destruction to its property, or from personal injuries to the exhibitor, its agents, employees, visitors, guests or animals.
  - b. Exhibitor assumes full and complete responsibility for any damage that may occur when moving exhibit material in or out of facility, or destruction of property of others, or person(s) participating in the event. Exhibitor hereby waives any right of indemnification, which it may have against the Northwest Horse Fair & Expo and the facility for any and all claims arising from exhibiting.
9. **Insurance:** Each exhibitor agrees to obtain insurance coverage during this event. Said insurance should cover (but not be limited to) theft, public liability, and property damage. The Northwest Horse Fair & Expo nor the facility are responsible for damage to exhibitor's property, lost shipments or moving costs. Damage to inadequately packed property is the exhibitor's own responsibility. Each exhibitor must provide evidence of liability insurance, naming the Northwest Horse Fair & Expo as additional insureds along with the application or the final payment. Recommended coverage, one million dollars.
10. Only registered exhibitors will be admitted to the exhibit areas. All attendees must register to enter, present official pass, or purchase admission ticket, where applicable. The management reserves the right to refuse admission to any person(s) in the interest of safety and welfare of those persons, the exhibitors, property or animals. Pets of any kind (excluding approved demonstration animals and actual assist dogs) are prohibited at the Northwest Horse Fair & Expo.
11. Your organization, its representatives or agents shall be held jointly, collectively and individually responsible for any and all debts incurred for all exhibit costs, fees, charges and any violation of these Rules and Regulations.
12. All exhibitors are required to comply with all applicable federal, state and local laws, rules and regulations and to obtain any applicable licenses and /or permits (including but not limited to sales taxes, raffle permits and others). Exhibitor agrees to hold harmless this event, its sponsor, agents and employees against any and all claims, charges and liabilities arising out of the activities of the exhibitor and to defend, at its own expense, any and all such claims and charges including the cost of defense for any claim filed against the Northwest Horse Fair & Expo Signing this form shall be acceptance of this waiver. In compliance with the Oregon Inherent Risk Law #ORS 30.687-30.697
13. The Northwest Horse Fair & Expo shall rule upon any questions, disputes or problems which may arise pertaining to matters not specifically covered and agreed upon in the foregoing paragraphs of this agreement and such rulings shall be binding upon all interested parties.
14. A down payment of 50% is due with the return of the signed agreement. The balance of the booth space is due and payable by February 15. Other payment schedules for Breed Showcase, Stallion Review, the Official Program, Sponsorships and other venues are designated on the individual applications/agreements. Space will be assigned on a first come, first serve basis, with priority given to returning exhibitors. No exhibitor will be allowed to set up at the Northwest Horse Fair & Expo without payment received in full. In addition to all other damages which may be recoverable by the Northwest Horse Fair & Expo shall additionally be entitled to recover all of its attorneys fees, and any other reasonable costs of collection with regard to any monies due it and not paid in accordance with the terms of this agreement, or which may be incurred by the Northwest Horse Fair & Expo or in order to enforce any other term or provision of this agreement which has been breached by any other party or parties signatory hereto.
15. Choice Of Law: The parties signatory hereto stipulate and agree that this contract shall be governed by the laws of the state of Indiana and any suit by either party to enforce any term or provision of this agreement, or for breach of this contract must be filed in a court of general jurisdiction located in Greencastle, Putnam County, Indiana.
16. **Exhibitor space will be available beginning at 8:00 AM on Thursday. Check in at the event office immediately upon arrival.** All displays must be removed from the grounds by Sunday night.
17. Exhibits must be completed and ready for showing no later than one hour prior to when doors officially open to the public on Friday and must remain open until the doors officially close on Sunday. All exhibits must check in on Thursday, and have all merchandise/ display materials moved in on Thursday by 9:00 PM. Exhibitors may complete displays on Friday morning, but may not move in materials so the building may remain secure. Admission Friday with official tickets/passes only. Exhibits must be properly staffed at all times during exhibit hours. **Partial or complete dismantling of displays before 6:00 PM Sunday is prohibited. Failure to follow these guidelines can result in denial of space at the Northwest Horse Fair & Expo in future years.**

18. Booth Sizes and Fees:

<u>Booth Size</u>	<u>Price</u>	<u>Tickets/Passes*</u>	<u>Corner Locations add</u>
10 x 10	\$475	2 per day	\$50 per 10 x 10
10 x 20	\$750	3 per day	corner location
10 x 30	\$925	4 per day	
10 x 40 or 20 x 20	\$1,075	6 per day	
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\* Additional admission tickets for booth workers may be purchased. Limit 10 per day. Tickets must be ordered and paid in full by February 15. Everyone without a ticket will pay full price at the door.

\* Non Profit organizations are eligible to receive \$50.00 off booth with proof of non-profit status. No retail sales allowed in non-profit booths.

\* All booths, with the exception of bulk space, will be designated with drape. No tables, chairs or other display materials are provided.

\* **Electricity is not included and must be ordered separately.**

\* Bulk space is limited to 1,000 sq. ft. in the Willamette Bldg. and 1,200 sq. ft. in the Santiam Bldg. with the exception of vendors participating prior to 2006. Prior bulk vendors are restricted to the same amount of space utilized in 2005, if under limits may increase to no more than new limit.