

EXHIBITOR CONTRACT (Vendor &/or Horse Exhibitor)

Account #: _____
(For Office Use Only)

Rocky Mountain Horse Expo

March 10th –12th, 2017

EXPO Manager: William J. Scebbi
EXPO location: National Western Complex

Do Not Mail →
to this address 4655 Humboldt St.
Denver, CO 80216

Mail Contract with Payment to:
22 S. 4th Ave., #106, Brighton, CO 80601

Or Fax to: (303) 293-2412

Or Scan/E-mail to: expo@rockymountainhorseexpo.com

Website: www.rockymountainhorseexpo.com

Firm Name: (Enter all contact info as you want it listed in the EXPO Program Directory.)

Contact Name:

Address:

City: _____ **State:** _____ **Zip:** _____

Phone: (Is this a Home, Mobile or Business number? Circle one.)

Fax:

E-mail:

Website:

Product/Services/Association/Group Description (Req'd. 80 characters max):

What is Your Participation Type? (Select all that apply.)

Tradeshow Vendor Horse Exhibitor

Prior Year Tradeshow Vendors (Please select one:)

Requesting same booth space

Requesting booth location change

Booth Preference: _____
(floor plan layout available on website)

(Booth assignments are given on a first-come first-serve basis with priority given to prior year exhibitors. All efforts will be made to provide you with the booth requested, however, no booth request is guaranteed.)

SECTION 2: RENTAL OPTIONS:

NOTE: All vendor booths not set up and ready by 6 PM the night before show opening are subject to forfeiture of space and fee.

- Tradeshow Booth** (10'x15')..... booth x \$400 ea = \$ _____ F
Does NOT incl. insurance, parking, badges or electric. See options below.
- Bulk Tradeshow Floor Space**... sq ft x (Call for rates) = \$ _____ G
Note: Minimum of 600 sq. ft. All space requests must include TOTAL SQ. FT. NEEDED for awnings, tanks, trailers, tongues, overhangs, etc.)
- Insurance for Tradeshow Booth**..... \$65 for entire expo = \$ _____ H
Note: This is a required charge, unless your Certificate of Insurance (COI) is attached. If no COI, complete the Insurance Request Form and submit with contract.
- Electricity for Tradeshow Booth**..... booth x \$60 ea = \$ _____ I
- Horse Stall in Barn** (1 stall/3 days) stall x \$90 ea = \$ _____ J
- Horse Stall Package in Barn** (2 stalls/3 days) ____ pkg x \$150 ea = \$ _____ K
- Reserved Camping Spot w/Electricity** Spots x _____ Nights x \$35/night = \$ _____ L

..... **SECTION 2 TOTAL (ADD F THRU L) \$** M

SECTION 1: ENTRY BADGE & PARKING PASS OPTIONS:

Note: Each person must have an entry badge and a parking pass for each day on grounds, whether working in a booth, presenting a clinic, participating in an event, Ride With The Expert, etc. Be sure to purchase enough badges and passes to accommodate yourself and any employees, staff, helpers, etc.)

- 3-Day Entry Badge** (a \$30 value)..... badge x \$25 ea = \$ _____ A
 - 1-Day Entry Ticket** ticket x \$10 ea = \$ _____ B
 - 3-Day Parking Pass** (a \$30 value) ... pass x \$25 ea = \$ _____ C
 - 1-Day Parking Pass** pass x \$10 ea = \$ _____ D
- **SECTION 1 TOTAL (ADD A THRU D) \$** E

SUBTOTAL OF SECTIONS 1 & 2 (ADD BOXES E + M) = \$ N

(Use Box N subtotal for calculating Total Due on next page.)

SECTION 3: DISCOUNTS AVAILABLE:

NOTE: Only 2 applicable discounts (maximum of \$40) may be deducted from Subtotal.

Current Colorado Horse Council Member: Member ID#: _____
..... Subtract \$20 = \$ (_____)O

Contract and Full Payment by Dec. 15, 2016 Postmark Date:
..... Subtract \$20 = \$ (_____)P

Non-Profit Clubs/Organizations: (Must provide proof of tax status with contract) Subtract \$20 = \$ (_____)Q

..... **SECTION 3 TOTAL (ADD O, P AND Q...MAX OF \$40) \$** **R**

SECTION 4: FACILITIES FEE:

Mandatory Facilities Fee: \$50 (required/non-waivable) = \$ **S**

TOTAL DUE AFTER DISCOUNTS & FACILITIES FEE (BOX N MINUS BOX R PLUS BOX S):\$ **T**

SECTION 5: PAYMENT INFORMATION:

NOTE: All contracts must be paid for in full at time of submission. Please print CLEARLY.

Payment in Full (Box T) is enclosed\$ (_____)O

Check # _____ or _____ Credit Card (enter info below)
Make checks payable to **Rocky Mountain Horse Expo.**
All returned checks subject to \$30 return charge.

Credit Card Information:

MC Visa AmEx Disc

Credit Card #: _____

Exp. Date _____ CVV2 _____ (3 or 4 digit code)

Name as Printed on Credit Card:

Cardholder's Signature

Date

Checklist for Exhibitor: Did you remember to...

- Provide a **Description** of your product/service for the Directory?
- Select & pay for exhibitor **Entry & Parking** passes?
- Select & pay for **Electricity**, if needed?
- Provide a copy of your **Certificate of Insurance** (COI)?
- Provide a completed **Insurance Request Form** if you do not have a COI? (Found on the Expo website under "Exhibitor Forms & Info")
- Deduct a **Maximum Discount of \$40**, if applicable? (Even if all 3 discount options apply to you, only 2 options can be taken.)
- Provide **Proof of Tax Status** if Non-Profit discount was taken?
- Add **\$50 Mandatory Facilities Fee** to the Total Due? (Section 4)
- Provide **Payment in Full**?
- Provide all requested **Credit Card payment info & signature**?
- Print **clearly**?
- Sign & Date the Agreement** below?
- Submit** (by email, fax, or mail) all required documents to the Expo office?

We cannot guarantee a listing in the EXPO Program Directory for contracts received after January 15th.

AGREEMENT:

We hereby acknowledge that we have read and understand the Participants Rules and Regulations for Tradeshow, Breeds, Disciplines, Promotional and All Horses, which Participant Rules and Regulations are incorporated in and are part of this contract. No agreements or understandings whether written or oral, not contained in this contract or the Participants Rules and Regulations will be binding upon the parties unless such an agreement is in writing and signed by an authorized representative of the Rocky Mountain Horse Expo.

I authorize Rocky Mountain Horse Expo personnel to charge the credit card provided for the amount shown. I agree to all the rules, and I know that copies of the rules can be found on the RMHE website, or sent to me upon request.

PARTICIPANT'S SIGNATURE:

DATE:

Rocky Mountain Horse Expo

PARTICIPANT RULES AND REGULATIONS FOR TRADESHOW, BREEDS, DISCIPLINES, PROMOTIONAL & ALL HORSES

(Please read carefully and save for reference.)

Rules and regulations governing the show have been briefly written to advise participants of their privileges, restrictions and requirements. Any changes to the rules and regulations must be made prior to the opening of the show. Rocky Mountain Horse Expo will be referred to as "EXPO" in the following.

1. Stall/booth space will be assigned and given priority according to the date on which the application and payment is received, and will be assigned at the discretion of the show management. Participant agrees to accept the booth or stall space assigned and further agrees to accept reassignment to create a more effective EXPO or for safety purposes.
2. Groups representative of the state and national organizations will be given first consideration. Management reserves the right to determine the eligibility of any participant not in keeping with charter and purpose of the show.
3. EXPO reserves the right to limit the number of horses from one breed or participant due to limited time and space.
4. Subletting of stall/booth space is prohibited. Two or more firms may not exhibit in a single space unless approved by show management.
5. All aisles must be kept free of equipment, displays, etc.
6. Participant sales of food and/or beverage for consumption in the building shall be made ONLY with the permission of the building concessionaire.
7. The show management reserves the right to reject any applicant for space at any time, and reserves the right to regain possession of any space by refunding to the applicant or participant the amount paid for the space.
8. Horses and participants must be turned out in the best manner possible. Show clothing and tack preferred. Poorly presented and unmannerly horses may be excused from demonstrations.
9. All horses must conform to general health requirements and regulations and must have a current health certificate (within 30 days of Expo). Horses traveling from out of state must have a negative Equine Infectious Anemia Test (AGID/Coggins or Elisa) that is dated no more than 6 months prior to the date of arrival and brand inspection papers. In addition, any horse that travels a distance of more than 75 miles to Expo, whether from in or out of state, must have brand inspection papers.
10. Stallions will be permitted to leave the show grounds for breeding or collection. Please inform the barn manager of your in and out times.
11. Any electricity, carpentry, wiring connections shall be installed at participant's expense.
12. All labor necessary in setting-up or removing exhibits must be supplied by participant and must comply with building labor requirements.
13. Participants are to have tradeshow booths set up and ready the night before the show opening unless prior approval is given by EXPO.
14. All exhibits must remain intact until the close of the show.
15. The decision of the show management must be accepted as final in any disagreement between participants or in the decision to remove from the show any participant or his representative performing any act or practice that, in the opinion of the management, is objectionable.
16. All video and still photography of any participant's show exhibit and/or participant's staff taken by an agent of EXPO will remain the property of EXPO for use in promoting current and future events or for use of any other purpose and participant hereby consents to and authorizes any such use.
17. All matters not covered in these conditions are subject to the decision of the show management.
18. Electrical extension cords must be 3-wire with ground.
19. Any unruly or unsafe animal which, in the opinion of show management, is posing a threat to safety may be asked to be removed from the facility.
20. EXPO assumes no liability including but not limited to the following sponsors: National Western Stock Show, City and County of Denver, Colorado State University and Colorado Horse Council. The EXPO, National Western Stock Show, City and County of Denver, Colorado State University, and Colorado Horse Council are not responsible for anything that may be lost, destroyed, damaged or stolen and will be held harmless for any injury, death, or damage that may occur to a participant, his or her employees, agents or property, or for loss as a result of theft, fire, accident or any other cause. Note: If requested by show management, participants must sign a release of liability form. Participant agrees to protect, save and hold EXPO and/or any person, organization or corporation for whom EXPO contracts to serve as show management and/or facility forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the exhibitor or others, as well as to strictly comply within applicable terms and conditions in the contract agreement between the facility and EXPO regarding the exhibition premises; and, further, participant shall at all times protect, indemnify and hold EXPO and facility forever harmless against and from any losses, costs (including attorney's fees), damage, liability, or expenses arising from or out of or by reason of any accident or bodily injury or other occurrence to any person or persons, including the participant's use of the exhibition premises or a part thereof.
21. Cancellation – If participant fails to make payment required by the contract in a timely manner, EXPO may terminate that contract and participant's participation in the event without further notice and without obligation to refund monies previously paid. EXPO is expressly authorized, but has no obligation, to occupy or dispose of any space vacated or made available by reason of action taken under this paragraph in such a manner, as it may deem best, and without releasing participant from any liability there under. EXPO may also terminate the contract without any obligation on EXPO's part to refund any payments previously made and without releasing participant from any liability arising as result of or in connection with such breach. If EXPO removes or restricts a participant's exhibit which EXPO considers to be objectionable or inappropriate, no refund will be due to participant. Notwithstanding the foregoing, if EXPO cancels the event due to circumstances beyond the reasonable control of EXPO (such as acts of God, acts of war, governmental emergency, labor strike, or unavailability of the Exhibit Facility), EXPO shall refund to each participant its exhibit space rental payment previously paid, minus a share of costs and expenses incurred, in full satisfaction of all liabilities of organizer to participant. If participant cancels the contract, EXPO shall refund to participant fees paid minus 50% to a maximum of \$500.
22. Guarantee - EXPO makes no representations or warranties regarding the number of persons who will attend the show. Participant understands that neither EXPO nor its agents or representatives guarantees attendance at EXPO nor any financial gain to any participant participating in the show. Each participant also understands that tickets to the show will be sold exclusively by EXPO and the participant is not entitled to any proceeds from ticket or concession sales.
23. Insurance – Participant is required to obtain and maintain in full force and effect throughout the Show the following insurance:
 - a. For Tradeshow Booth: Commercial General Liability written with limits of at least the following: Each occurrence - \$1,000,000; Personal & Advertising injury - \$1,000,000; General Aggregate - \$1,000,000; Products/Completed Operations Aggregate - \$1,000,000; Fire Damage (any one fire) - \$50,000; Medical Expense (any one person) - \$5,000. Coverage shall include: premises/operations, contingent liability for subcontractors, products/completed operations, personal injury, and contractual liability to insure the indemnification (hold-harmless) clauses contained in this Contract. A Certificate of Insurance for the participant showing policy numbers, limits of liability and coverage, and expiration dates must be submitted with the Expo Contract.
 - b. For Horse Stall – Participant must obtain similar limits of liability and coverage as above. However if participant has Excess Equine Liability Coverage provided by an Individual or Family membership in Colorado Horse Council, then it will be accepted in lieu of above. This insurance does not apply to business entities.
24. Compliance With Laws and Regulations – Participant shall abide by and observe all federal, state, and local laws, codes, ordinances, rules and regulations and all rules and regulations of the Exhibit Facility (including any union labor work rules). All decorative materials used in displays must meet the flame proofing regulations of the Denver Fire Department.