



**Southeastern Thoroughbred Showcase  
Vendor Application  
April 6-8, 2018**

**2018 Event Vendor Agreement**

**SPACE RENTAL INCLUDES:**

- |  |  |
|--|--|
| Selected size booth space              | One (1) Listing on Official Event Website with Link                  |
| One (1) Official Event Program listing | One (1) Booth Number on Trade Fair Map in the Official Event Program |
| Discount on Program Advertising        |  |

**DESCRIPTION OF VENUE:**

The Southeastern Thoroughbred Showcase is an outdoor event and the Vendor Fair is held outside.

**SPACE RENTAL**

Size	# of Spaces		Early Bird received by OTTB Events or postmarked by March 22, 2018	Standard received by OTTB Events or postmarked by March 29, 2018
10' x 10'	(_____)	@	\$100.00 each = \$ _____	\$150.00 each = \$ _____

**EQUIPMENT RENTAL**

Equipment	# of Items		Early Bird received by OTTB Events or postmarked by March 22, 2018	Standard received by OTTB Events or postmarked by March 29, 2018
Table(s)	(_____)	@	\$20.00 each = \$ _____	\$30.00 each = \$ _____
Chairs	(_____)	@	\$5.00 each = \$ _____	\$10.00 each = \$ _____
Electrical - 30 amp	(_____)	@	\$35.00 each = \$ _____	\$45.00 each = \$ _____
Electrical - 50 amp	(_____)	@	\$60.00 each = \$ _____	\$70.00 each = \$ _____

\* Each item ordered after March 29, 2018 will be subject to additional service fee.

**VENDOR FAIR APPLICATION COMPANY INFORMATION**

**Company Name** (Please type/print name as you wish it to appear): \_\_\_\_\_

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

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Website: \_\_\_\_\_

**List of Products** (Please include all products. Use a separate page if necessary.): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Electric Needs** (only applicable if needed to demonstrate product, ex. Vibration plates, massage therapy gadgets, etc.): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**Contact Name** (please print): \_\_\_\_\_

Contact Mobile #: \_\_\_\_\_ Contact Email: \_\_\_\_\_

**Vendor Fair TOTAL:** \$ \_\_\_\_\_

\*\*\*\* All payments must be in full unless prior arrangements have been approved by event staff. Applications submitted without payment will not be accepted or used to hold any booth.\*\*\*\*

**MAIL COMPLETED APPLICATION AND A CHECK PAYABLE TO OTTB EVENTS, LLC TO:**

**OTTB Events, LLC  
3065 Ebenezer Rd SE  
Conyers, GA 30094**

The Host and Vendor parties both agree to the following terms:

- 1 - Application must be completed and appropriate fees submitted in full by the deadline of five (5) business days prior to the first day of the Event or no space will be reserved.
- 2 - Receipt of an application is NOT a guarantee of acceptance. Acceptance depends on the number of merchants offering similar merchandise and agreement of vendor terms and regulations (see #5). Vendor applications are considered in order of receipt.
- 3 - Payments are NOT processed prior to acceptance of application. Vendor will be notified via telephone or email if/when accepted. If not accepted payment will be returned within five (5) business days of notification via regular US Mail.
- 4 - The names and logos of the Host and any and all Event Sponsors are protected. Any unauthorized use, description of or reference to the Host in any form is prohibited.
- 5 - The Host reserves the right to exclude any and all persons or companies from exhibiting and reserves the right to shut down any vendor for objectionable conduct as determined by the Host. In the case of such action the vendor will NOT be entitled to a refund.
- 6 - Vendor is responsible for any expense in relation to the merchandise setup or close down.
- 7 - Vendor is responsible for the collection and payment of all Georgia state sales tax incurred by Vendor (if applicable).
- 8 - Vendor must remain open during the entire Event operating hours.
- 9 - Vendors must use the space allotted to them by the Host and are solely responsible for any supplier/goods exhibited in that space.
- 10 - Vendor will be given access to the place that is agreed upon by both parties no less than 24 hours before the Event starts to set up the Vendor's station, goods to be sold, and anything else that is needed and customary to vend at that specific location.
- 11 - Vendors officially open no later than 9:00 am the first day of the Event. Opening earlier is left to the discretion of the vendor. The official schedule may be altered at the discretion of the Host.
- 12 - Goods and merchandise may not be removed before the end of the entire Event.
- 13 - Vendor will have access to the location for up to 20 hours following the conclusion of the Event to dismantle and remove all items brought to the Event by Vendor. Vendor shall leave the location free from trash and in similar condition that it was in before the Vendor was there.
- 14 - All Vendors must park in designated parking areas. If unloading merchandise, vehicle must be removed from Vendor area by 7:00 am each morning and cannot return to the Vendor area until 30 minutes after the Event has closed each day.
- 15 - Cancellation notices or withdrawn applications must be received by the Host no later than 5 days prior to the start of the Event. A refund will be issued less a \$50 administration processing fee.
- 16 - Exhibitors are not allowed to sell or give away concession food items or drinks. The Georgia International Horse Park has contracted with Proof of the Pudding by MGR as the exclusive concession and catering provider. Only food vendors approved by Proof of the Pudding by MGR are allowed to sell concession food items or drinks. Any other exhibitor selling or giving away concession food items or drinks will be removed from the festival without refund.
- 17 - Exhibitors are not allowed to stake tents into the asphalt or concrete on the show grounds. Bring weights to secure your tent. The majority of booths are located on asphalt.
- 18 - A returned check fee will be assessed in the amount of \$50 for any returned check. In addition, Vendor will not be allowed on the premises until payment is made in full. If Vendor is not able to settle the balance due prior to the start of the Event, Vendor will still owe the balance due, but will not be permitted to setup a booth at the Event.
- 19 - I do hereby release, acquit and forever discharge OTTB Events and the City of Conyers, its agents, servants, successors and assigns and all other persons, firms and corporations from any and all actions, causes of action, claims, demands, damages, costs, loss of service, expenses and compensations, which I may acquire or may accrue, arising out of any events taking place April 6-8, 2018 or otherwise connected with OTTB Events. I further agree to hereby indemnify OTTB Events and the City of Conyers, its agents, servants, successors and assigns and all other persons, firms and corporations against any and all claims, demands, damages or causes of action, both legal and equitable, asserted by any third party, their employees, agents, servants, successors and assigns arising from the events taking place April 6-8, 2018 or otherwise connected with OTTB Events. This indemnity agreement shall include all reasonable attorneys' fees, costs, and expenses incurred by indemnity. I also understand that I am fully responsible for any Revenue/Sales Tax applicable for items sold at the OTTB Events.

This contract shall be governed by the laws of the State of Georgia in Rockdale County and any applicable Federal Law.

In agreement to the above mentioned terms a representative of the Event and Vendor Sign below:

**Vendor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(Signature REQUIRED to indicate you agree to the conditions of application)*

**OTTB Events Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_