



2019 SOUTHERN OREGON HORSE FEST VENDOR APPLICATION

Fri. May 10 - 2-7 pm
Sat. May 11 - 10 am-7 pm
Josephine County Fairgrounds
Grants Pass, OR

SUBMIT TO: Oregon Horse Council
PO Box 1664, Prineville, OR 97754
~OR~ email to:
Brandi@OregonHorseCountry.com

Company/Organization: _____

Contact Name: _____

Contact Phone Number(s): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Website: _____

Provide describe what products or services you will be exhibiting, selling, or promoting that we can use on our website and/or social media (we have the right to limit any reps to one per company, please list any companies you are affiliated with).

BOOTH FEE: 12'x12' walled cubby x \$120	\$ _____
12'x24' walled cubby x \$215	\$ _____
10'x10' center aisle space (no electrical or pipe & drape) x \$80	\$ _____
OHC members and 501c3 non profits receive a 10% discount on booth fee	Minus \$ _____
CORNER FEE: \$35 per corner space	\$ _____
PASSPORT CARD INCLUSION: \$25 (Limited to only 20 vendors)	\$ _____
TABLES: # ____ \$12 per 30" wide x 8' table & CHAIRS: # ____ \$1 for each folding chair	\$ _____
<i>You may pay by credit card on our website or by calling our office—971-224-5879</i>	TOTAL DUE: \$ _____

Space Preference (please list space # according to map): 1st Choice: _____ 2nd: _____ 3rd: _____

Please Note Any Requests (i.e. being next to another vendor, etc.): _____

PLEASE READ ALL VENDOR INFORMATION CAREFULLY PRIOR TO APPLYING FOR SPACE. By submitting this application (signed below), you are stating that you have read, understand, and will abide by all EXHIBITOR POLICIES, PROCEDURES, RULES & REGULATIONS AS WELL AS THE TERMS & CONDITIONS OF BEING A VENDOR AT THE 2019 SOUTHERN OREGON HORSE FEST.

Signature _____

Date _____

OFFICE USE ONLY	Pymt. Method _____	Received Date: _____	Booth # _____

2019 SOUTHERN OREGON HORSE FEST

POLICIES, PROCEDURES, RULES & REGULATIONS

1. **VENDOR SET-UP:** Friday, May 10th between 8 am-1 pm. ALL VENDORS NEED TO BE READY FOR THE EVENT TO OPEN AT 2 pm. If your booth is not set-up by the time the event opens, you will forfeit the space and all fees associated with it.
2. **EVENT HOURS:** Friday, May 10th: 2-7 pm and Saturday, May 11th: 10 am-7 pm.
3. **VENDOR MOVE-OUT:** Saturday, May 11th: 7-10 pm (no vendors will be allowed to tear down prior to 7 pm – no exceptions). Any vendor who begins to tear their booth down before 5 pm will forfeit the opportunity to attend future events. All vendors must be 100% torn down by 10pm.
4. **BOOTH DETAILS:** The Oregon Horse Council (OHC) has the right to refuse any type of vendor to protect the integrity of this event. The goal is for the majority of vendors to be equine focused, for example: riding clubs, breed association, trainers, boarding facilities, tack, riding apparel, equine service, farm/ranch real estate, insurance, etc. A limited amount of non-equine related booths will be allowed. There are 3 sizes of spaces at this specific horse fest and none will have pipe and drape. All booth items must stay within that space and not expand into the aisle. Tables and chairs will NOT be provided unless purchased in advance. All spaces are assigned by OHC and care will be taken to not duplicate vendors from the same company, however you may be next to a vendor selling the same type of product.
5. **ELECTRICITY:** 110 outlets are available for vendors along the sides of the room (the 12'x12' or 12'x24' spaces)
6. **INTERNET SERVICE:** Wi-Fi should be available, however we do not guarantee quality of service.
8. **HOW TO SECURE YOUR SPACE:** To reserve a space, please complete and submit the vendor application/contract to the Oregon Horse Council office along with space payment. The vendor fee can be sent as a check, via our website PayPal button, or by calling our office with a credit card. **No space will be assigned or held without an application on file AND booth payment.** Booths are sold on a first-come basis until the event is filled.
9. **SIGNAGE LIMITATIONS:** Vendor shall not affix signage to any surface of the buildings painters tape (blue tape) can be used to hang banners behind your table.
10. **PARKING:** Parking is free, however we ask that you leave the closest parking spots for attendees.
11. **AUTHORIZED PRODUCTS/EXCLUSIVES:** Only those products or services listed on the vendor application are allowed, please list any brands that you sell or companies that you will be representing. Substitutions or additions must first receive expressed written authorization from the OHC prior to being presented at this event. Any unauthorized substitutions of products or services may result in your booth being removed from the event.
12. **PROHIBITED ITEMS:** The following are prohibited: a) Helium Balloons, b) Sticky backed giveaway items, and c) Candles or any items with flame.
13. **RAFFLES:** Promotions such as raffles, prize drawings, lottery or other games of chance must comply with all applicable laws and regulations including the approval of the Oregon Department of Justice.

2019 SOUTHERN OREGON HORSE FEST TERMS AND CONDITIONS OF AGREEMENT

1. **COMPLIANCE:** Vendor assumes the sole responsibility and expense to utilize the leased space in full compliance with all applicable federal, state and local statutes, ordinances, and rules and regulations including, but not limited to, licenses, taxes and Fire Marshal regulations. Non-compliance to any rules or regulations or default in the payment of booth fees as required constitutes a material breach and may result in the termination of this Agreement and the forfeiture of the booth space rental. Vendor agrees to forego any and all claims which might arise by reason of the terms of the Agreement and Vendor shall have no recourse of any kind against the SOHF and OHC.
2. **ASSIGNED SPACE:** No soliciting or other activities outside of assigned booth space is permitted. Vendor shall operate strictly within the limits of their assigned space, not in the aisles or common areas. The booth must be manned at all times during the open hours of the show and kept clean and presentable. Absolutely no signs or posters may be posted outside of your booth.
3. **VENDOR CONDUCT:** Vendor to maintain exemplary business practices at all times. For consumer protection, the SOHF and OHC reserves the right to terminate this Agreement at any time for reasons of realized or perceived impropriety or in OHC's sole opinion dubious business practices or behavior detrimental to the show by Vendor. Vendor assumes full responsibility for all persons connected with Vendor's participation in this Event including all its employees, agents, invitees and contractors.
4. **DAMAGES RESTORATION:** Vendor shall not cause or permit anything to be done to the venue that shall in any manner deface or alter the facilities. Vendor assumes sole and complete responsibility for any damage to the venue that is done by Vendor, Vendor's staff, agents or employees. Vendor will pay to OHC upon demand such sum as shall be necessary to restore the venue to their original pre-event condition.
5. **NON-GUARANTEE:** The SOHF and OHC makes no guarantee or warranty, express or implied, as to the profitability or potential loss to or of Vendor with regard to Vendor's participation in this event. OHC shall not be responsible for any financial loss or other damage arising out of Vendor's use of the facility or force majeure events.
7. **CANCELLATION:** There is no refund for vendor payments, once submitted, if the event happens. For extenuating circumstances, or if the event is cancelled by OHC, your booth fee will be moved to the next event. Any forfeited funds constitute liquidated damages for the direct and indirect costs incurred by the SOHF and OHC. Vendor agrees the OHC's actual loss and damages for Vendor's default may be difficult to ascertain, that the OHC's collection and retention of this sum represents a reasonable estimation of its actual loss and that this provision does not constitute a penalty.
8. **FORCE MAJEURE:** If any casualty or unforeseen occurrence renders the fulfillment of this Agreement by the SOHF or OHC impossible or impracticable, including, without limitation thereto, the requisitioning of the facility by the US Government or any instrumentality thereof, labor dispute, acts of God, riots, power failures, fire damage and any other conditions beyond control of the parties, then this Agreement shall be terminated. The Vendor hereby waives any claim for damages or compensation from OHC on account of such termination.
9. **INDEMNIFICATION:** Vendor agrees to indemnify and hold harmless the Southern Oregon Horse Fest and the Oregon Horse Council, including its principles, agents, officers, employees and the SOHF/OHC's contractors and invitees from all claims, losses, costs, damages or expenses resulting or arising from any and all injuries to or death of any person or damage to any property caused by an act, omission or neglect of Vendor, including principles, agents officers, employees, invitees or contractors which occur in or around the Event Center. Vendor agrees to use and occupy the Vendor booth space at Vendor's own risk, and hereby releases the SOHF and OHC and the SOHF/OHC's contractors and invitees from all claims for any damage, loss or injury to persons, property or profits occurring in or about the Event Center, including, but not limited to damages, loss or injury to persons, property or profits resulting from the acts of other Vendors, theft, vandalism, fire and other casualty events or damage. Such indemnification by Vendor shall apply unless such damage or injury results from the sole negligence or willful misconduct of OHC.
10. **ATTORNEY FEES:** If any action is brought to enforce the terms of this Contract, the prevailing party shall be entitled to attorney fees from the losing party in an amount as may be adjudged reasonable by the court, including an appeal.
11. **GOVERNING LAW AND ENFORCEABILITY:** This Agreement shall be governed by and construed in accordance with Oregon State Law. If any term or provision of this Agreement is determined to be void or unenforceable, the remainder of this Agreement shall remain enforceable and in effect, as if that void or unenforceable provision was not included.