



39TH ANNUAL HOOSIER HORSE FAIR & EXPO

MARCH 31-APRIL 2, 2017

HOOSIERHORSEFAIR.ORG

2017 COMMERCIAL EXHIBITOR CONTRACT

VENDOR SALES

765.524.1383 • info@hoosierhorsefair.org

BUSINESS NAME:
(as you want to be listed in program)

NAME OF PERSON RESPONSIBLE:

ADDRESS: CITY: STATE: ZIP:

BUSINESS TELEPHONE: MOBILE:

EMAIL:

WEBSITE ADDRESS:

BOOTH SIZE: PREFERRED LOCATION:

**DESCRIPTION OF PRODUCT(S) AND/OR
MERCHANDISE TO BE EXHIBITED/DISPLAYED:**

Commercial Exhibitor <i>(includes electric)</i>	
Exhibit Size:	Booth Rate:
10x10	\$550
10x20	\$775
10x30	\$950
10x40 or 20x20	\$1,150
10x50	\$1,315
10x60 or 20x30	\$1,495
10x70	\$1,645
10x80	\$1,745
10x90	\$1,905
10x100	\$1,985

Select if you qualify for Equine Service Community pricing

Choose Service

Equine Service Community	
Exhibit Size:	Booth Rate:
10x10	\$400
10x20	\$585
10x30	\$770
10x40 or 20x20	\$915

Equine Service Community Exhibitors will be highlighted in Educational/Trail Annex.

IMPORTANT:

MINIMUM 50% NON-REFUNDABLE DEPOSIT TO RESERVE YOUR SPACE

- Corner locations, when available, additional \$55.
- Bulk space (over 2,000 sq ft) \$1.60/ sq ft

(See Next Page)





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Enclosed 50% deposit \$

Subtotal \$

Balance due no later than MARCH 1: \$

PAYMENT BY: Check Payable to Hoosier Horse Fair & Expo (HHF&E) Visa Mastercard

Mail checks to:

Hoosier Horse Fair & Expo
Vic Boyer
1547 North State Street #194
Greenfield, IN 46140

**Completed form due
by March 1, 2017.**

Credit Card #

Expiration Date

3 digit # on back

Cardholder Name

Cardholder Address

I HAVE READ AND UNDERSTAND ALL OF THE RULES, REGULATIONS, & GUIDELINES SET FORTH BY THE INDIANA HORSE COUNCIL/ HOOSIER 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:

Return the Contract to the Hoosier Horse Fair & Expo with your payment. Retain a COPY for your records.

1. **PAYMENTS AND TERMINATION OF CONTRACT** If the terms of payment as set forth on this contract are not met, the rights of Exhibitor to the space shall cease and terminate without notice. Space can be reassigned and no refunds will be made. Booths may not be set up until full payment is received. There will be a \$40.00 reprocessing fee for each returned check. Issuers of returned checks shall not be accepted for participation in future events until the outstanding balance is cleared with their account paid in full.

2. **COMPLIANCE WITH LAWS AND REGULATIONS** Exhibitor agrees to obey all State laws, local ordinances and regulations governing the use of the Fairgrounds; to abide by the rules and regulations of the Indianapolis Fire and Police Departments; to obey all HHF&E rules and regulations; and other public officials whose duties may regulate exhibits. All decorative materials used in displays must meet the flame proofing regulations of the Indianapolis Fire Department. No tacks, nails or screws may be driven into any walls, floor or pillars of the facilities. No banners can be placed across aisles. No signs may be taped to walls. No stickers, pressure adhesives, helium balloons, etc., may be distributed. The Fairgrounds has an exclusive concession contractor;

therefore, selling or giving away food or beverages from exhibit booths to the public is prohibited. The Indiana State Fairgrounds prohibits the use of bicycles, motor scooters and the like on Fairgrounds property. No dogs are allowed.

3. **REJECTION OF APPLICANTS AND EXHIBITORS** The HHF&E reserves the right to reject any applicant for space at any time and reserves the right to reacquire possession of any space by refunding to the applicant or Exhibitor the amount paid for space. Violations of any section of this agreement will result in immediate ejection of Exhibitor without refund.

4. **BOOTH CONSTRUCTION AND EQUIPMENT** The HHF&E will provide an identification sign and number for each display booth space. Each booth will have 8ft back drapes and 3ft side drapes, excluding bulk. The back drape and side drape may not be moved or removed without the HHF&E's approval. Decorating: If you need additional accessories (table, chairs, carpet, etc.), George E. Fern Company will be available to assist you. Please contact them directly at 317.635.9606 or www.georgefern.com Shipments: Items can be shipped to the Indiana State Fairgrounds @ 1202 E. 38th Street, Indianapolis, IN 46205 c/o HHF&E Resource Office starting Wednesday the week of the HHF&E.





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5. **EXHIBITOR SPACE ASSIGNMENT** Exhibit space will be assigned according to the date on which the appropriate fees and signed contract are received. It is the HHF&E Management's desire and intent to provide exhibitors with their first choice location. However, space assignments are often affected by necessary floor plan revisions. If displays are not in place by 8am on Friday, the HHF&E Management has the right to re-assign the space. If the exhibit fails to arrive the exhibitor is nevertheless responsible for exhibit space rental.
6. **USE OF SPACE AND AISLES** Displays, booths and/or any portions thereof may not extend into aisles. Aisles must be kept clear at all times. Interviews, demonstrations, and distribution of literature must be conducted within the confines of the Exhibitor's booth space. Aisles will be cleaned each day by Fairground personnel. Exhibitors must keep their booth space clean, carpet swept, and in good order. All exhibits must be attended during all show hours: Friday-9am to 8pm, Saturday-9am to 8pm, and Sunday-8:30am to 5pm. Exhibitors shall not conduct any meeting, activity or event that may conflict with the designated official show hours of the HHF&E operation. The Exhibitors may not assign this contract nor permit others to share the exhibit space without the expressed written permission of the HHF&E Chairs. No one will be allowed to exhibit, distribute literature or put up signs, without a signed contract from the HHF&E. Exhibitors shall not photograph or video tape any portion of the HHF&E for commercial purpose with out the expressed written permission of the HHF&E.
7. **ARRIVALS AND DEPARTURE** Buildings will be open for set up according to booth size starting Wednesday as appointed by Show Management. Overhead doors are expected to remain open Wednesday and Thursday for everyone's access until 10pm Thursday. Teardowns and/or carryouts are not permitted prior to 5pm Sunday. All booth &/ or displays must be removed from Indiana State Fairgrounds by 10pm Sunday.
8. **SECURITY AND LIABILITY** Security personnel will be provided in the South, West, and Champions Pavilions between the hours of 8pm and 9am on the night of Wednesday, Thursday, Friday and Saturday. The HHF&E the IHC, or the facility will not be responsible for loss, damages, or theft of merchandise, display materials, horses or other property. Exhibitors are required to carry fire and liability insurance covering trade shows and fairs which insures their goods and exhibits against damage and loss or personal injury, and provide a certificate of insurance.
9. **EXHIBITOR PACKETS** Exhibitor Packets may be picked up in the Resource Office beginning 9am on Wednesday. No enclosed trucks will be allowed to park within 1,000 feet of any occupied buildings. These vehicles are required to park in lots where there are no occupied buildings. Please plan to access any stored supplies or equipment accordingly. Fairgrounds Parking and Permits: Two (2) Indiana State Fairgrounds vehicle parking permits will be included in your Exhibitor Packet. Additional permits may be purchased for \$10.00. The Indiana State Fairgrounds does NOT provide pass-outs. Badges: Each badge allows one person to enter the event daily. Misplaced or stolen badges will NOT be replaced.
Admission badges will be provided as follows:
10x10 Booth = 2 admission badges
10x20 Booth = 3 admission badges
10x30 Booth = 4 admission badges
10x40 Booth = 4 admission badges
If additional badges are needed, please contact vendor sales at info@hoosierhorsefair.org for pricing information. To have badges or tickets picked up by workers on days other than Thursday, they need to be in a clearly marked envelope and left in the WILL CALL location.
10. **GENERAL INFORMATION** Host Hotel: The Marten House, 1801 West 86th Street, Indianapolis, IN 46260, 1.800.736.5634, 1.317.415.5245 (fax), www.martenhouse.com. Ask for the HHF&E discount rate. Camping: FIRST COME, FIRST SERVE. The Indiana State Fair has 170 full service camp sites available at the far west end of the fairgrounds. The facilities include water, electricity, sewer hookup, indoor showers and flush toilets at \$30.00 per night.
11. **SUBMISSION OF CONTRACT** An exhibitor, by affixing his or her signature to the HHF&E Contract, acknowledges that he or she has read, understands, and agrees to abide by the guidelines set forth by the Indiana Horse Council, Inc. and/or the HHF&E. Show Hours-Friday: 9:00am-8:00pm, Saturday 9:00am-8:00pm Sunday 8:30am-5:00pm

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