

2017 FORK TRADE FAIR VENDOR AGREEMENT

Company Name:			
Contact Name:	Email:		
Address:			
City:	State:		Zip:
Business Phone:	Cell Phone:		
Website Address:			
Description of product and/or service to be solo	l/exhibited:		
VENDOR SPACE DETAILS:			
Interior (circle one)	10' x 10'	10' x 20'	
I will need electricity (circle one)	YES	NO	
I would like to rent (please enter quantity)	Chairs:		Tables:
I will require insurance from Tryon Equine Insurance Services (circle one)*	YES	NO	
*If you choose not to participate in a Tryon Equine Insuran	ace Services policy, a ce	ertificate of insurance i	naming Tryon Equestrian Properties, LLC is required.
PAYMENT			
Name as it appears on the card:			
Credit Card Type: □ MasterCard □ Visa □ Ar	nerican Express	□ Discover Care	d
Credit Card Number:			
Expiration Month: Exp	oiration Year:		Security Code:
Billing Zip Code: Payr			
☐ I verify that the information provided above is Trade Fair reservation.	s correct and auth	norize use of this	credit card for the payment of the above
			Date:

RETURN INSTRUCTIONS: Complete the attached form and initial and date pages 2-3 in the bottom right corner. Please send completed application with initialed pages to vendor@tryon.com. Forms submitted without a valid credit card will not be accepted. Please complete and return this form with supporting documents by Monday, March 20, 2017.



2017 FORK VENDOR FEES AND SPECIFICATIONS

One large tent will be positioned on the main showgrounds of the Tryon International Equestrian Center beside the George Morris Arena and will be divided into 10x10 space allotments. Each reservation includes one 8' table and two chairs. Space allocations will be marked on the ground without dividing partitions.

10'x10' = \$400.00 Vendor Space 10'x20' = \$750.00

Trailer Space (email vendor@tryon.com for pricing). Electricity (for entire weekend) = \$50.00 Additional 8' tables = \$10.00 Each

Additional chairs = \$5.00 Each

Booth Location

Sponsors will be given booth location priority and we will work to accommodate all vendors to the best of our ability. Your location information will be emailed the week of March 20th. Please respond to this email with your approximate load in time. Please check in upon arrival at the TIEC Guard Gate and receive your printed materials and passes at that time.

Trade Fair Hours

Wednesday, April 5, 2017 Set up: 8:00 a.m. – 4:00 p.m.

Vendors must be set up with trailers and vehicles moved away from the vendor area by 4:00

p.m. No load in or breakdown during competition.

Thursday, April 6, 2017 Trade Fair Hours: 9:00 a.m. – 5:00 p.m.

Trade Fair Hours: 9:00 a.m. - 6:00 p.m. Friday, April 7, 2017

Trade Fair Hours: 9:00 a.m. – 6:00 p.m. Saturday, April 8, 2017

Trade Fair Hours: 9:00 a.m. – 5:00 p.m. (Breakdown after last horse-8pm) Sunday, April 9, 2017

Monday, April 10, 2017 Break down: 8:00 a.m. - 3:00 p.m.

All booths must be clear by 3:00p.m.

Insurance

All vendors will be required to have a current liability insurance policy during the event naming Tryon Equestrian Properties, LLC as additional insured. Proof of insurance must be provided with this application. If your business does not already hold a policy, the company providing coverage for the competition has offered a reasonable rate/policy for our vendors. See the Insurance Declaration form for more information.

Electricity

Vendors paying for electricity will have access to one outlet. All extension/power cords and adapters must be outdoor-rated. No two-prong appliances are allowed. Only one power strip per outlet. Power strips may not be connected in tandem.

Internet

The Tryon International Equestrian Center has Wi-Fi available onsite. You will be able to access the Tryon EQ Guest wireless internet network freely onsite.

Pets

Pets must always be on a leash and the merchant is responsible and liable for the actions of their pets. Only registered service dogs are permitted in the on-site restaurants and within the screened porches upon presentation of legitimate certification to restaurant management. Pet waste must be picked up when on the TIEC property.



Security

The Trade Fair will have Security personnel on hand everyday beginning at closing and ending at opening each day. Although the Tryon Equestrian Properties, LLC retains security for the event, we are not responsible for anything stolen from Sponsor Village, the Trade Fair or the Tryon International Equestrian Center.

Shipping Merchandise

All shipped items must be preapproved and arranged through Margo Karolewicz @ vendors@tryon.com.

Vehicles/Parking

All vehicles must be out of the Trade Fair area by 7:00 a.m. Thursday through Sunday and must be parked in the general guest parking area. Trailers must be parked in the designated trailer parking area and not in the guest parking area of the Showgrounds or in the RV campgrounds without a reservation through TIEC Lodging. Golf Carts and motorcycles have designated parking areas on property and are not permitted within the pedestrian areas.

Advertising and Sponsorship

For more information on Advertising and Sponsorship, please contact Sponsorship@tryon.com.

Lodging

To make a reservation on site during this event, please visit our website www.tryon.com to book online, call 828-863-1015 or email Lodging@tryon.com.