



Pony Club East Coast Championships
Tryon International Equestrian Center | Mill Spring, NC
July 26 - 29, 2018

2018 PONY CLUB EAST COAST CHAMPIONSHIPS

Company Name: _____

Contact Name: _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Cell Phone: _____

Website Address: _____

Description of product and/or service to be sold/exhibited: _____

VENDOR SPACE DETAILS:

- Vendor Space: 10'x10' Booth
- 10'X20' Booth (20' of booth frontage)
- 10'X30' Booth (30' of booth frontage)
- 10'x40' Booth (40' of booth frontage)
- 8'x20' Covered Cabin Porch
- Retail Trailer

Educational Institution: 10'x10' Booth

Pony Club Organization: 10'x10' Booth

I will need electricity: YES | NO

I will need secure WiFi: YES | NO

I would like to rent additional: Chairs: _____ Tables: _____

Terms accepted by: _____
Date: _____



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I will require insurance (attach application): YES | NO

Certificate of Insurance attached: YES | NO

North Carolina Sales Tax ID: _____

**If you choose not to purchase a Tryon Equine Insurance Services policy, a certificate of insurance naming Tryon Equestrian Properties, LLC is required. All applications must include either a certificate of insurance or an insurance application. All applications from organizations planning to engage in sales activities must include a current and valid North Carolina Sales TAX ID.*

PAYMENT

Name as it appears on the card: _____

Credit Card Type: MasterCard Visa American Express Discover Card

Credit Card Number: _____

Expiration Month: _____ Expiration Year: _____ Security Code: _____

Billing Zip Code: _____ Payment Amount: _____

I verify that the information provided above is correct and authorize use of this credit card for the payment of the above Trade Fair reservation.

Signature: _____ Date: _____

RETURN INSTRUCTIONS: Complete the attached form and initial and date pages 2-4 in the bottom right corner. Please send completed application with initialed pages to **vendors@tryon.com**. Forms submitted without a valid credit card will not be accepted. All applications must include either a certificate of insurance or an insurance application, and a valid and current North Carolina Sales TAX ID if engaging in retail sales. Please complete and return this form with supporting documents by Monday, July 2, 2018.

MAILING A CHECK: If you prefer to mail a check, please ensure you include the full, correct amount, the completed application, and certificate of insurance OR insurance application. Mail the documents to: Tryon International Equestrian Center, 25 International Blvd, Mill Spring, NC 28756 | **ATTN: Pony Club East Coast Championships / Vendor Application.**

All mailed applications must be received no later than July 2, 2018.

2018 PONY CLUB VENDOR FEES AND SPECIFICATIONS

Booths will be located under the large EXPO tent, setup in the parking lot, along with retail trailers. Each booth will include one 8' table and 2 chairs. We will create an inviting and energetic Vendor Village, and plan to include a food trailer to help draw people to the tent. Semi-permanent structures of 8' x 20' dimensions will be available on the main showgrounds of the Tryon International Equestrian Center adjacent to the pre-existing vendor cabins. Structures will provide a permanent

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roof and adequate protections from the elements. Each reservation includes one 8' table and two chairs. We will not provide tablecloths. We highly recommend being in the main EXPO tent to avoid issues with wind and weather.

Vendor Space: 10'X10' Booth = \$350
 10'X20' Booth = \$575
 10'X30' Booth = \$725
 10'X40' Booth = \$850
 8'X20' Covered Cabin Porch = \$575
 Retail Trailer = \$800

Educational Institutions: 10'X10' Booth = \$275

Pony Club Organizations: 10'X10' Booth = \$275

Electricity (for duration of event) = \$35.00
Additional 8' Tables = \$10.00 Each (+ 6.75% NC Sales Tax) = \$10.65
Additional Chairs = \$5.00 Each (+ 6.75% NC Sales Tax) = \$5.33
Secure WiFi = \$35.00

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 July 9th. Please include your approximate load in time. A Vendor Packet, including hours of operation, setup / take down details, and layout of the Vendor Village will be emailed to you during the week of July 9th.

Load in Day / Time

Day of load in (circle one): July 24 / July 25 / July 26

July 24 / 25 Load in Times (circle one): 8am | 9am | 10am | 11am | Noon | 1pm | 2pm | 3pm | 4pm

July 26 Load in Times (circle one): 8am | 9am | 10am | 11am
(Load-in cannot take place during show hours)

If you prefer to load in during the evening or early morning hours, please indicate your preferred date / time. For off-hours load in times, it is critical we know in advance as security will be tightly regulating access to the vendor area.

Off-Hours Load in Request Date: _____ Time: _____ (can be a time range)

If load-in times change, please submit a request to vendors@tryon.com at least 48 hours before the preferred time.

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Trade Fair Hours

- | | |
|---------------------------|--|
| Tuesday , July 24, 2018 | 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 4pm. No load in or breakdown during competition. |
| Wednesday , July 25, 2018 | 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 4pm. No load in or breakdown during competition. |
| Thursday, July 26, 2018 | Vendor hours will vary based on competition, and will be included in Vendor Packet |
| Friday, July 27, 2018 | Vendor hours will vary based on competition, and will be included in Vendor Packet |
| Saturday, July 28, 2018 | Vendor hours will vary based on competition, and will be included in Vendor Packet |
| Sunday, July 29, 2018 | Vendor hours will vary based on competition, and will be included in Vendor Packet |
| Monday, July 30, 2018 | Break down: 8:00 a.m. – 3:00 p.m.
All booths must be clear by 3:00 pm. |

Insurance

All vendors will be required to have a current liability insurance policy during the event. 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.

Retail Sales

VENDOR must apply for a Business Registration Application from the NC Department of Revenue and submit State of NC Sales Tax ID prior to establishment of retail unit. The certificate received from the NC Department of Revenue must be on display within the store. VENDOR is subject to North Carolina State sales tax on all retail sales. Collections to be made by the North Carolina Department of Revenue. For information on how to obtain this certificate, visit the NC Department of Revenue website: <http://www.dornrc.com/electronic/registration/index.html>

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.

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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. Secure WiFi for transacting credit cards is available at an additional cost.

Pets

Pets must always be on a leash and the merchant is completely responsible and liable for the actions of their pets. Only service dogs are permitted in the on-site restaurants and within the screened porches with presentation of legitimate certification to restaurant management. **Pet waste must be picked up when on the TIEC property and pet waste stations are placed around the main showgrounds for the convenience of our guests.**

Security

The Trade Fair will have Security personnel on hand everyday beginning at closing and ending at opening each day. Additional security will be on hand during the Welcome, and Competitor Parties. Although the TIEC retains security for the Event, TIEC does not assume responsibility for anything stolen from automobiles, trailers, the Trade Fair or the Tryon International Equestrian Center.

Shipping Merchandise

For insurance and logistical restrictions, the Tryon International Equestrian Center (TIEC) is not able to receive any merchandise for your Merchant Booth. Please do not ship to Tryon International Equestrian Center addresses at any time. You may of course transport your own materials to TIEC during your chosen load-in time and date. After the Event starts, if you use another delivery service (UPS, FedEx, DHL, Roadway, etc.), you will be responsible for meeting them off the Tryon International Equestrian Center to obtain your package. They will NOT be allowed to deliver on the Tryon International Equestrian Center to the Event. This will ensure that there will not be any traffic issues on site at the Park.

Vehicles/Parking

All vehicles must be out of the Trade Fair area by 7:00 a.m. each event day, 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 showground or in the RV campgrounds without a reservation through TIEC Lodging. Golf Carts and motorcycles have a designated parking area on the property and are not permitted within the pedestrian area.

Advertising and Sponsorship

For more information on Advertising and Sponsorship, please contact advertising@tryon.com or development@ponyclub.org. Please also reach out to development@ponyclub.org for any questions around USPC Trademark for their logo or word mark.

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.