



**2019 FORK TRADE FAIR VENDOR AGREEMENT**

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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: \_\_\_\_\_

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**VENDOR SPACE DETAILS:**

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Space allocation (circle one)                      10' x 10' tent      8' x 20' space

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 Insurance Services policy, a certificate of insurance naming Tryon Equestrian Properties, LLC is required.*

**PAYMENT**

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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: \_\_\_\_\_

Terms accepted by: \_\_\_\_\_  
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](mailto: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 18, 2019.

**2019 FORK VENDOR FEES AND SPECIFICATIONS**

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 roof and adequate protections from the elements. Each reservation includes one 8' table and two chairs. We will not provide tablecloths. Due to the unique layout of this location, trailer space will not be available as part of the Trade Fair.

Vendor Space:                    10'x10' tent = \$300 | 8'x20' = \$500

Electricity (for duration of event) = \$50.00  
Additional 8' Tables = \$10.00 Each (+ 6.75% NC Sales Tax)  
Additional Chairs = \$5.00 Each (+ 6.75% NC Sales Tax)

**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 19<sup>th</sup>. 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**

Tuesday, April 2, 2019	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, April 3, 2019	Trade Fair Hours: 9:00 a.m. – 5:00 p.m.
Thursday, April 4, 2019	Trade Fair Hours: 9:00 a.m. – 5:00 p.m.
Friday, April 5, 2019	Trade Fair Hours: 9:00 a.m. – 5:00 p.m.
Saturday, April 6, 2019	Trade Fair Hours: 9:00 a.m. – 6:00 p.m.
Sunday, April 7, 2019	Trade Fair Hours: 9:00 a.m. – 5:00 p.m. (Breakdown after last horse)
Monday, April 8, 2019	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.

**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 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 USEA retains security for the Event, the USEA does not assume responsibility for anything stolen from Sponsor Village, the Trade Fair or the Tryon International Equestrian Center.

**Shipping Merchandise**

For insurance and logistical restrictions, neither the United States Eventing Association (USEA) nor the Tryon International Equestrian Center (TIEC) are able to receive any merchandise for your Merchant Booth. Please do not ship to either the USEA or Tryon International Equestrian Center addresses at any time. You may of course transport your own materials to TIEC beginning on Tuesday, April 3rd, 2018. 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. Wednesday 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 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 [Sponsorship@tryon.com](mailto:Sponsorship@tryon.com).

**Lodging**

To make a reservation on site during this event, please visit our website [www.tryon.com](http://www.tryon.com) to book online, call 828-863-1015 or email [Lodging@tryon.com](mailto:Lodging@tryon.com).