**Company**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mobile**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Website**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Description of product and/or service to be sold/exhibited**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **EVENT SCHEDULE** | **SPACE RENTAL** | **ADDITIONAL RENTALS** | **Total Per Event** |
| **Tent 10' x 10'** | **Tent 10' x 20'** | **RV Trailer 10' x 20'**  | **Partial cabin (under eaves) 8' x 20**  | **Chair Rental** | **Table Rental** | **Insurance** | **Electricity** |
| **Event** | **Event Date** | **App Due** | **Move in** | **Move out** | **$225** | **$450** | **$225** | **$450** | **$5/ea Qty: \_\_\_** | **$10/ea Qty: \_\_\_** | **$80**  | **$50**  |
| **The Fork Horse Trials** | 4/4–4/7 | 3-4 | 4/1-4/2 | 4/8-4/9 |   |   |   |   |   |   |   |   |   |
| **Carolina Classic (Reining)** | 5/9–5/12 | 4/9 | 5/6-5/7 | 5/13–14 |   |   |   | **N/A** |   |   |   |   |   |
| **Pony Club Championships East** | 7/ 22–28 | 6/24 | 7/20-21 | 7/29-30 |   |   |   |   |   |   |   |   |   |
| **TIEC Horse Trials** | 9/13–15 | 8/13 | 9/11-12 | 9/16-17 |   |   |   |  |   |   |   |  |   |
| **73rd Tryon Block House Races** | 10/5 | 9/5 | 10/4 | 10/5EOD |  |  |  | **N/A** |  |  |  | **N/A** |  |
| **Young Horse Show Finals** | 11/ 7–10 | 10/ 7 | 11/4-5 | 11/11-12 |   |   |   |   |   |   |   |   |   |
| **SPECIAL INSTRUCTIONS / COMMENTS:** | **Subtotal** |  |
| **Tax 6.75%** |  |
| **TOTAL** |  |

*Visa, Mastercard, or American Express or check/money order accepted*

**Card Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Exp. Date**: \_\_\_\_\_\_\_\_\_\_\_ **Auth. #**: \_\_\_\_\_\_\_\_\_\_\_\_

**Visa Mastercard American Express**

**Payment Amount**: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Name on Card:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Billing Address if different from above**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Authorizing Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Closing Date:** Vendor must have an authorized and paid lease agreement 15 days before move-in is allowed or lease is terminated.

**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.dornc.com/electronic/registration/index.html

**Billing**: Special Event Vendors are billed at the time of lease authorization. All lease payments are by credit card on file.

**Insurance**: All vendors will be required to have a current liability insurance policy during their lease. 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, $80./event. See the Insurance Declaration form for more information.

**Cancellations**: Cancellations will not be accepted.

**Hours of operation:**  At a minimum, 10am - 4pm on each day of the event.

**Advertising and Sponsorship**: For more information on Advertising & Sponsorship, please contact advertising@tryon.com and Sponsorship@tryon.com.

**Other Details:**

* **73rd Tryon Block House Races only:** No pets will be allowed on the event venue property during the course of this event. No personal golf carts or motorcycles allowed. Venue address: 3881 S. NC Hwy. 9, Columbus, NC, 28722.
* **Security:** All event venues will have Security personnel on hand all day and night during move – in period. Although the Tryon Equestrian Properties, LLC retains security for the event, we are not responsible for anything stolen from Vendor Area or the event venue.
* **Vehicles/Parking:** All vehicles must be out of the Vendor area by 9:00 a.m. on an event day. Each vendor will be granted 1 complimentary parking pass.