



# Vendor Form

August 29 – Sept. 2, 2024  
Will Rogers Equestrian Center  
Fort Worth, TX  
Due: July 31, 2024

Please complete the application clearly and completely, then email to the address or mail to the address below.

Business Name: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone/Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Product/Service Description: \_\_\_\_\_

I am interested in Sponsor Info: \_\_\_\_\_

Requested Booth Space: (Show space will not be reserved without payment)

\_\_\_\_\_ 10'x 10' (\$400.00 + electrical fee)

\_\_\_\_\_ 10'x 20' (\$700.00 + electrical fee)

\_\_\_\_\_ Outside (\$300.00 + electrical fee)

Check made payable to TQHA in the amount of \$ \_\_\_\_\_

Charge my credit card in the amount of \$ \_\_\_\_\_ (There is a 4% processing fee)

Amex  MasterCard  Visa

Card # \_\_\_\_\_

Exp. Date \_\_\_\_\_ CVC \_\_\_\_\_

Signature \_\_\_\_\_

COMPLETED APPLICATION CAN BE EMAILED TO: [cjohanson@tqha.com](mailto:cjohanson@tqha.com)

Mailed To:  
Texas Quarter Horse Association  
ATTN: Classic Horse Show  
14 N Main Street, Suite B  
Elgin, TX 78621

# VENDOR RULES AND REGULATIONS

## General

The Classic has full power to interpret these regulations. Matters not covered by the rules shall be subject to a final decision by The Classic. These regulations may be amended at any time by The Classic upon written notice by The Classic to such vendors as may be affected by them. This "vendor contract" form, when executed properly, shall be considered a binding agreement between the two parties. Vendors shall abide by Federal, State and City laws, ordinances, and regulations. Any vendors who fail to observe the conditions of this contract, or who, in the opinion of the officials of The Classic, conduct themselves unethically, will be dismissed from the Show without refund. Any vendor violating the rules and regulations shall be subject to ejection and forfeit the right to exhibit in subsequent years.

## Booth Hours and Staffing

Booths are required to be staffed during all operating hours.

## Booth Space and Draping

To avoid conflict with Fire Marshal codes and keep aisles free for traffic, all products must be kept within the confines of your booth. All items hanging on outside walls must hang within your space. No exceptions. Every effort is made to ensure the accuracy of all information contained on all floor plans. However, no warranties, neither expressed nor implied, are made with respect to the floor plan.

## Payment, and Cancellations

Vendor space payment is due when the application is submitted.

All fees must be paid in full. If vendor wishes to withdraw from the Show must give written notice by August 1, 2024, to TQHA office.

## Texas Sales Tax & Permit Information

All sales taxes, income taxes, FICA or other withholding taxes arising out of or in connection with Vendor's use of the vendor space are the sole responsibility of the Vendor. All trade show vendors must have sales tax permits. For additional information, or an application, contact the Texas State Comptroller's Office at (800) 252-5555, or visit <http://www.window.state.tx.us/taxinfo/taxforms/01-forms.html>.

## Move-In/Out

All unpaid fees will be due at the time of move-in, or you will be denied move-in privileges. As for the Classic Show, vendors will not be permitted to move in before 8 am on Thursday August 29, 2024. Move-in will continue until 6pm, and resume on Friday August 30, 2024, at 8 am. All booths must be operational by 10 am on Friday August 30, 2024. Vendors must keep booths intact until 12 pm on Monday September 2, 2024, unless an earlier closing time is worked out with show management. BOOTHS INSIDE THE ARENAS MUST WAIT UNTIL THE SHOW IS OVER BEFORE DISMANTLING AND PACKING. All booths must be dismantled, packed, and removed by 4 pm on Monday September 2, 2024.

## Insurance

Vendors understand that The Classic, and Will Rogers

Equestrian Center do not maintain insurance covering Vendor's property and that Vendors have the sole responsibility to obtain insurance to cover any losses, property damage, or business interruption.

**Right to Cancel.** The Classic reserves the right to cancel contract for any reason, at any time, and reserves the right to enter into future contracts. Any violation of the contract or the Vendor Rules may result in all agreements being cancelled immediately and vendors may be denied from exhibiting at any future shows.

## Liability

Vendor agrees to indemnify and hold harmless The Classic Show, Will Rogers Equestrian Center, officers and employees from all claims, losses, costs, damages, or expenses resulting or arising from any and all injuries to or death of any person, or damage to property caused by an act, omission or neglect of Vendor's agents, employees, invitees, contractors, or guests, which occur in or about the vendor space. Vendor agrees to use and occupy the vendor space at Vendor's own risk, and hereby releases The Classic, Will Rogers Equestrian Center, its agents, officers, employees and invitees from all claims for any damage, loss or injury to persons or property to the full extent permitted by law occurring in or about the vendor space, including, but not limited to, damages resulting from acts of other Vendors, theft, vandalism, fire and other casualty damage, or damage arising from any defects in the premises.

The Contractor acknowledges and agrees that there is inherent danger in participation in the Event. They are voluntarily assuming all risk of harm, illness, or injury to themselves or any of their horses that may be incurred by participating in the Event, or activities associated with the Event. Contractor further hereby releases The Classic and the facility and their respective officers, owners, employees, agents, representatives, directors, shareholders, officials, administrators, contractors, vendors, sponsoring agencies, sponsors, attorneys, and the owners and lessors of animals used to conduct the Event (hereinafter collectively referred to as "Releasees") from any and all liability, claim, damages, injury, judgment, loss, liability, cost and expense (including, without limitation, attorney's fees and costs) incurred by the Contractor allegedly arising out of or connected with their participation in the Event, or at any activities associated with the Event.

## Subleasing

Subleasing of booth space is not permitted. Booth space is to be used only by the person/company and for products stipulated in the Contract.

THE CLASSIC MAKES NO REPRESENTATIONS OR WARRANTIES REGARDING THE NUMBER OF PERSONS WHO WILL ATTEND THE SHOW.

I have read and agree to the rules and regulations of this contract:

X \_\_\_\_\_