

VHC Owned Show - Vendor Contract



Horse Show: _____

Dates: _____

Vendor Name: _____

Address: _____

Phone/Fax Numbers: _____ Email: _____

Description	Amount	Total
1 Vendor Space 10x10 -Inside the Coliseum (20 amp service) or Outside	\$200 per Show	
1 Vendor Trailer Space -Outside (30/50 amp service)	\$250 per Show	
_____ Tables (6") Tables are reserved on a first-come, first-serve basis. Please give ample notice to ensure your table reservation is fulfilled.	\$25/Table	TOTAL: Payment Due at Time of Reservation

***Payable by credit card via phone: Stable Office 540-464-2966, OR via check mailed to:**

ATTN: VENDOR, STABLE OFFICE

Virginia Horse Center Foundation

487 Maury River Road

Lexington, VA 24450

QUESTIONS:

Payments: Stable Office 540-464-2966, Admin Office 540-464-2950

Becoming a Vendor: Stable Office 540-464-2966, Coliseum Administrator 540-464-2952

Important Information and REQUIRED signature on Pg. 2

Receiving Packages:

Vendors are permitted to receive packages at the Administrative Office but are responsible for collecting those packages during regular business hours. Vendors may be charged per package received at the Administrative Office. Please call 540-464-2950 for more questions.

Assistance in Loading/Unloading and/or Set-up:

Vendors who need assistance in Set-up must notify the Stable Office or the Coliseum Administrator and will be charged a fee of \$25.00 per man hour.

Layover Fees:

Weekly vendor space is available from the day prior to the event start date through the final day of the event.

- Vendors who wish to stay over into another event must contact the Coliseum Administrator or the Event Manager for permission.
- Vendors who stay over into another event will be charged the appropriate Vendor Space fee for the consecutive week(s).

Exceptions to Vendor Fees:

- Non-profits and/or charities may be permitted to set up free of charge with the prior approval of VHCF and Event Management.
- In lieu of a vendor fee the official event photographer and videographer will provide usage of photos and videos for use on VHCFG website, social media, E-Newsletter, mailings, etc.
- Official Event Farrier is exempt from the vendor fee. Independent farriers who set up without being asked by event management will be charged the appropriate Vendor Fee.
- Vendors must speak with the Coliseum Administrator to become a Sponsor.

Contract of Space and Liability:

- In the event of fire, natural disasters or other uncontrollable circumstances, the Virginia Horse Center Foundation shall have no liability or obligation to make any refund.
- By signing this contract, the vendor agrees to assume all risks of loss, injury, theft or damage of any kind or nature whatsoever to any of his/her property or component thereof including packages, goods, merchandise, chattels, papers and business records or other property, which may be in or come into the vendor’s possession during the course of business. Also, the vendor agrees to assume all liability for damage to property, person or persons arising from accidental or other causes incidental to movement and operation of the vendor area and hereby releases the Virginia Horse Center Foundation and its contractors from any liability whatsoever.

The vendor participating in the Virginia Horse Center Foundation event, as evidenced by the authorized signature below, agrees to abide by all terms and conditions contained in this document.

Printed Name:	Signature:	Leroy Troxell, General Manager
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Please sign and submit to stableoffice@horsecenter.org

The Virginia Horse Center Foundation thanks you for your continued support!