



**Vendor Application / Agreement**

**Paso Fino Horse Association 2023 Grand National Show**

THIS MEMORANDUM OF AGREEMENT entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 2023 between the Paso Fino Horse Association Inc., hereafter referred to as "Management" and \_\_\_\_\_ hereafter referred to as "Vendor," leases \_\_\_\_\_ (#) booth(s), at these size(s) \_\_\_\_\_ to Vendor for a total space size of \_\_\_\_\_ (the "Vendor Space"). For the Vendor Space, the Vendor agrees to pay \$\_\_\_\_\_.

- Proof of insurance must be provided with payment.
- To reserve the Vendor Space, full payment is due by August 28, 2023.
- Under no circumstances will space be reserved without full payment, proof of insurance, and receipt of a completed contract.
- Booth Location Assignment – Spaces are reserved based on the following criteria...
  - Contract applications, proof of insurance, and full payment received by the deadlines.
  - Exhibitor seniority based on continuous years of exhibiting at the PFHA Grand National Show and Sponsorship Program participation.
  - Any contract application received after the requested deadline date will incur a \$100 late fee.
- The PFHA will be under no obligation to honor the reservation unless this payment schedule is met. This contract is subject to the Rules and Regulations specified on the following pages.

Please print or type your information and sign at the bottom of the page.

COMPANY NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE & ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

PERSON IN CHARGE OF BOOTH: \_\_\_\_\_ CELL: \_\_\_\_\_

PRODUCTS TO BE SOLD:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
AUTHORIZED VENDOR SIGNATURE

\_\_\_\_\_  
TITLE



**Vendor Payment Information**

**Paso Fino Horse Association 2023 Grand National Championship Show**

Amount enclosed: \$ \_\_\_\_\_

Method of Payment (No cash will be accepted):

Check # \_\_\_\_\_. Please make checks payable to: **Paso Fino Horse Association, Inc. Please memo on check DEPOSIT GNS VENDOR SPACE.**

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ CCV \_\_\_\_\_

Type (circle one)    VISA            MasterCard            AmEx

Authorized Signature: \_\_\_\_\_

Please complete all pages, sign, and return with deposit amount to:

**PFHA**  
**Attn: Grand National Show**  
**4067 Iron Works Parkway**  
**Lexington, KY 40511**  
**or email: vip\_gns@pfha.org**

**You will be sent a signed contract once it has been approved!**

**For PFHA Office Use Only –**

ACCEPTANCE OF CONTRACT FOR THE PASO FINO HORSE ASSOCIATION:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Amount Received: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Method of Payment: Check # \_\_\_\_\_ Credit Card:    VISA    MasterCard    AmEx



## Rules & Regulations PROVISIONS:

1. Cancellation Policy: Payment shall not be refundable in full unless written notice is received by Paso Fino Horse Association, Inc. on or before August 28, 2023. NO REFUNDS AFTER AUGUST 28, 2023. Any vendor who fails to occupy its space by the Show's opening (8:00 AM EST) shall forfeit all rights to the use of the assigned space. The Paso Fino Horse Association, Inc. shall then have the right to dispose of such space, with no refund to the Vendor, in such a way as the Association may consider to be in the best interest of the Show.
2. All sampling, sales approaches, passing out literature, etc., shall be done in each exhibitor's area.
3. Set-Up: No Vendor shall be able to set-up exhibits prior to Saturday, September 16, 2023 without special approval and possible early set up fees. If the vendor is unable to set-up prior to start of show and is scheduled to set-up after the start of the show, the PFHA will attempt to honor booth location preference, but location preference cannot be guaranteed. Once show begins, alterations to layout will not be changed. Please indicate on the information section any special circumstance set-up request.
4. Take-Down: No exhibits may be removed from the show prior to 11:30 PM EST on 9/23/23, without prior approval.
5. No Exhibitor shall assign, sublet, or apportion the whole or any part of space allotted.
6. **The Paso Fino Horse Association, Inc. does not guarantee a certain number of spectators or volume of business.**
7. Payment: If full payment is not received by the Paso Fino Horse Association, Inc. on or before 8/28/23, deposits previously received may be forfeited and Vendor booth space resold.
8. Prohibitions:
  - No vendor shall be permitted to sponsor or operate a raffle independent of the Paso Fino Horse Association, Inc.
  - No vendor shall be permitted to conduct an auction or giveaway program independent of the Paso Fino Horse Association, Inc. or to use the PFHA corporate or show logo on any of its merchandise without written permission from the PFHA.

## LIABILITY:

1. Vendor must provide a certificate of insurance for one million dollars in liability insurance coverage naming "The Paso Fino Horse Association, Inc., its board members, officers, agents, and employees of the Association, and the World Equestrian Center, its officers, agents, and employees of the World Equestrian Center as additional insured. The carrier must send a certificate indicating coverage and naming additional insured as outlined above with payment to the Show or all monies paid will be forfeited. Vendors without such coverage will not be allowed to set up the Vendor Space, as defined in the Agreement, and monies paid will be forfeited. The management of the World Equestrian Center and the Paso Fino Horse Association, Inc. will not be responsible for the safety or theft from Vendor Spaces, damage by fire, or other causes. The Vendor hereby expressly assumes responsibility for injury or damage to persons, property, or things occurring within the Vendor Space assigned or damage, which they may cause.
2. Vendor shall use and occupy the Vendor Space assigned to Vendor; and will not in any way mar, deface, or injure any part of the Vendor Space and agrees to make necessary repairs in the event of damage being done.
3. At the expiration of the Agreement, as hereinbefore set forth, Vendor shall quit the Vendor Space and return to the World Equestrian Center and Paso Fino Horse Association all equipment and facilities procured in as good condition and repair as when acquired, except for ordinary wear and use.
4. Management reserves the right of its representatives to enter upon and to have access to the Vendor Space at all times on any matters connected with said Vendor Space. It is agreed by and between the parties hereto that the Agreement and these Rules and Regulations incorporate all of the agreements, covenants, and undertakings between the parties hereto concerning the subject matter hereof, and that all such covenants, agreements, and undertakings have been merged into this agreement. No prior agreement or understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in the Agreement or these Rules and Regulations