



VENDOR CONTRACT - 2017

ALABAMA HORSE FAIR 2017
March 4 & 5, 2017
Garrett Coliseum
1555 Federal Hwy.
Montgomery, AL 36107
Saturday 8:00 am - 6:00 pm Sunday 8:00 am - 5:00 pm

VENDORS PLEASE TAKE TIME TO READ ALL INSTRUCTIONS, AS SEVERAL THINGS HAVE CHANGED FOR 2017

The Alabama Horse Council Horse Fair Vendor Exhibition provides an excellent opportunity for marketing your organization, your products, and/or your services.

The AHC will provide you with the following:

1. Your name will be included in the 2017 Horse Fair Program Book. **(If all fees are paid by February 3, 2017.)**
2. Your name & location will be announced throughout the weekend.
3. The rental space includes table and chairs. Some spaces have electricity (Bring your own long extension cords.)
4. Two (2) Exhibitor Passes.
5. Vendor spaces will be labeled.
6. Vendor space will be assigned **when all fees are paid.**
7. Vendor Office will be open from **10:00 am until 6:00 pm, Friday, March 3, 2017.** Vendors are expected to set up on Friday, March 3, 2017.
8. **BRING YOUR OWN CARTS** to unload your equipment and goods. Vendors must unload their own equipment and goods. **There will not be facility assistance in unloading.**

Outdoor Vendor Spaces are primarily intended for tack trailers, truck, tractor and trailer dealers. The Fair reserves the right to make location changes as it deems necessary for the good of the Fair and/or the safety of its participants.

VENDOR PACKETS TO BE PICKED UP AT FAIR OFFICE ON FRIDAY, MARCH 3.

The Vendor will be responsible for the following:

1. Vendors may furnish their own tables, table covers, chairs, booth drapes, display racks, signs, banners, etc.
2. You may set up, starting at **10:00 am on Friday, March 3, 2017.** Bring your own carts and equipment to transport your booth goods. We do not unload for you.
3. For outdoor spaces, you may set up two vehicles, trailers, etc. Additional units can be set up for \$100.00 each.
4. **Vendors are expected to keep booth open until Fair has ended on Sunday.**
5. Vendors are requested to remain open for the evening shows, for business reasons and security.
6. **All vendors are required to sign a PUBLICITY/LIABILITY RELEASE form.**
7. **Vendors paying after February 17, 2017 and after MUST pay with Cash or Cashier's Check. Please do not mail after this date.**

NOTE:

(1) All products and/or services to be promoted, sold, or given away are subject to approval by the Alabama Horse Council.

(2) The authority having jurisdiction in Montgomery, AL will provide each Vendor/Exhibitor with a **tax package.** Payment of any and all taxes and/or license fees is a matter existing between the exhibitor and the authority having jurisdiction. Neither the Alabama Horse Council nor any of its representatives can or will be held liable for any unpaid taxes.

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VENDOR INFORMATION

2017

Please Print Clearly

Company Name: _____ Phone: _____

Name: _____ Cell Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail address: _____

No. of Spaces needed: _____ Size: _____ Total \$ _____
(choose size below) (Vendors paying February 17, 2017 and following must pay with Cash or cashier's check.)

Additional Vendor Passes, limit 2 _____ @ \$10.00
Additional passes after limit _____ @ \$15.00

<u>Approximate Booth Size</u>	<u>Price</u>
Small 10 X 10.....	\$ 200.00
Large 10 X 14.....	300.00
*Outdoor Space	250.00
Each Additional Outdoor Space	100.00

Bring your own carts for unloading equipment and goods. The facility will not have unloading assistance available.

**Outdoor spaces are primarily intended for tack trailers, truck, tractor & trailer dealers.*

The contact person for all Vendors is:

Molly McGraw, AHC Secretary
Phone: 205-678-2882
e-mail: mtmcgraw@bellsouth.net

Vendors are expected to set up on FRIDAY, MARCH 3, 2017 FACILITY OPEN 10 AM TO 6 PM

Mail Vendor Contract & Liability Form to address below and make checks payable to:

Alabama Horse Council - **Note: Vendors paying February 17, 2017 and after must pay with Cash or Cashier's check.**
P. O. Box 553
Columbiana, AL 35051

[2017 Vendors to pick up packets at the FAIR OFFICE on March 3, 2017](#)

Vendors that do not set up on Friday, March 3, 2017 will be expected to pay to get in the gate on Saturday, March 4, 2017. Vendors get in the gate FREE with their passes only. Vendors that forget or lose their passes will be expected to pay to get in the gate on