



2018-2019 Vendor Agreement

Please read carefully before signing.

Contact Name: _____

Company Name: _____

Address: _____

Dates you will attend: _____ Cell Phone: _____

Email: _____ Web Site: _____

LIMITED SPACE AVAILABLE – Locations will be assigned to vendors on a first come, first served basis.

RV FEES: \$200.00/week.

_____ **10 x 10 inside lobby booth @\$250.00/week** _____

_____ **10 x 20 inside lobby booth @\$400.00/week** _____

_____ **Day fee 10 x 10 inside lobby only @ \$75.00/day** _____

_____ **Day fee 10 x 20 inside lobby only @ \$125.00/day** _____

_____ **Inside Arena area @ \$1,000.00/week** _____

(location to be determined by show management)

_____ **Outside space \$330.00/week** _____

TOTAL DUE: _____

PLEASE NOTE: Spaces will be limited to the dimensions listed above. You will be charged for any space used beyond those dimensions.

1. A deposit fee of 25% of rental cost is due at signing of contract.
2. Balance is due at the beginning of the show.
3. Please make checks or money orders payable to Queenie Productions, LLC.

CONTACT: Beckie McQueen at (318) 537-0297 for information, reservations, or cancellations.

CANCELLATIONS: Exhibitors must call Beckie McQueen 2 weeks prior to the start of the show to cancel in order to receive refund of deposit. If exhibitor does not check in by the start of the show (unless other arrangements have been approved), space will be forfeited and assigned to another exhibitor. Defaulting exhibitor will not be entitled to refund of deposit.

INSTALLATION OF EXHIBITS – Exhibits may be assembled beginning at 9:00 am the day before the show start. Please have your exhibit assembled by the start of the show if possible.

REMOVAL OF EXHIBITS – Exhibitor will not be allowed to remove all or part of exhibit prior to the end of the show without permission. All exhibits must be removed on Sunday by the end of the show. **IF YOU ARE PARTICIPATING BOTH WEEKS, YOU ARE NOT REQUIRED TO TEAR DOWN BETWEEN SHOWS. Exhibits may not be left after the show or a storage fee must be paid to the National Equestrian Center.**

PLEASE NOTE: DOORS WILL BE LOCKED, BUT ITEMS LEFT AT YOUR OWN RISK.

CHARACTER OF EXHIBIT - Queenie Productions reserves the right to restrict, prohibit or remove any exhibits or exhibitors that within Queenie Productions' judgment may be offensive or detract from the general character of the show. This reservation includes persons, noise, items, conduct, printed material, or anything of an objectionable character, which may be detrimental to other exhibits or the show.

LIABILITY & INSURANCE - neither Queenie Productions nor the management of the National Equestrian Center (NEC), nor the management of the show nor any office/staff member of the above will be responsible for the safety of the property of the exhibitors from theft, strikes, damage by fire, storm, water, vandalism or other causes. Exhibitors are required to carry floater insurance to cover exhibit material against damage and loss and public liability insurance against injury to the person and property of others. The exhibitor is charged with knowledge of all local laws, ordinances and regulations pertaining to fire prevention and public safety while participating in the Queenie Productions horse shows. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor.

SALES TAX – all exhibitors making sales during the show are responsible for collecting and reporting of applicable sales taxes. Sales tax forms will be available on site.

FIRE PREVENTION – all booth decorations must be fire retardant. Electrical wiring must conform to National Electric Code Safety Rules. If inspection indicates that any exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazard, the right is reserved to cancel all or such part of exhibit as may be irregular.

CARE OF BUILDING AND EQUIPMENT – Exhibitors or their agents shall not injure or deface the walls, ceiling or floors of the building, the booths, or the equipment of the booths. The exhibitor is liable for any property damaged.

PETS – Pets must be on a leash or in a crate at all times. Exhibitor must clean up after pet. Exhibitor is responsible for any damage caused by pet. Queenie Productions or NEC may ask that a pet be removed if it is considered noisy, unruly, or otherwise a distraction.

All conditions and terms set forth on both sides of this application and contract are hereby made as a part of this agreement, and exhibitor agrees to abide by said terms and conditions at all times. All points not covered are subject to the decision of the management of Queenie Productions, LLC.

Exhibitor agrees that submission of booth payment implies agreement to all terms of this contract whether the contract is actually signed or not.

I agree to all the conditions and terms set forth on BOTH sides of this application and contract.

SIGNATURE: _____ DATE: _____

MAKE PAYABLE TO: Queenie Productions, LLC

MAIL TO: 1690 Hwy. 151 N., Calhoun, LA 71225