



**EquiFest of Kansas – February 10<sup>th</sup> – 12<sup>th</sup>, 2012  
Wichita, Kansas  
RESERVATION / EXHIBIT CONTRACT**

Business Name (for program guide): \_\_\_\_\_ Contact: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_\_) \_\_\_\_\_

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

Description of Product(s)/Merchandise in exhibit: \_\_\_\_\_

Directory heading desired from enclosed list (list only one) \_\_\_\_\_  
(Heading, NOT business name)

Non Profit Organization  No  Yes (if yes, please provide documentation)

Size Booth Requested \_\_\_\_\_ Booth Fee \$ \_\_\_\_\_

Corner/Food Court Area Fee (Additional \$50.00 per 10 x 10) \$ \_\_\_\_\_

Additional Exhibitor's Passes \_\_\_\_\_ Weekend Pass @ \$20.00 each \$ \_\_\_\_\_  
Weekend pass counts as 3 daily tickets

Additional Exhibitor's Passes \_\_\_\_\_ Friday Passes @ \$7.50 each \$ \_\_\_\_\_

Additional Exhibitor's Passes \_\_\_\_\_ Saturday Passes @ \$7.50 each \$ \_\_\_\_\_

Additional Exhibitor's Passes \_\_\_\_\_ Sunday Passes @ \$7.50 each \$ \_\_\_\_\_

**Limit 10 per day - Deadline to order additional tickets is January 15 – Half-price tickets will not be available for purchase after 1/15/2012**

Total Due \$ \_\_\_\_\_

Enclosed is \$ \_\_\_\_\_ deposit (50% due with contract) – no space reserved w/o payment.

The balance of \$ \_\_\_\_\_ will be paid no later than January 15<sup>th</sup> 2012 - booth set-up not allowed if balance is not fully paid (and cleared) by event date.

I have read and understand all of the Rules & Regulations & Guidelines set forth by the Kansas Horse Council, Inc. and EquiFest of Kansas in regard to participation in this event. By affixing my signature below, I agree to abide by each of those Rules, Regulations & Guidelines.

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

<u>Booth Size</u>	<u>Price</u>	<u>Passes*</u>
10 x 10	\$400	<b>2 per day</b>
10 x 20	\$600	<b>3 per day</b>
10 x 30	\$750	<b>4 per day</b>
10 x 40 or 20 x 20	\$900	<b>6 per day</b>
Bulk (\$900 for first 400 sq. ft.)	\$1.50/sq. ft over 400 sq. ft.	<b>6 per day</b>
Corners & Food Court Area	\$50 per 10 x 10	
Outside Space	\$100 per trailer (trailer dealers only with inside space – limit 4 trailers)	

<b>OFFICE USE ONLY</b>			
Date Rec'd. _____	Amt. Pd \$ _____	Pymt. Method _____	Ins. Rec'd _____
Date Rec'd. _____	Amt. Pd \$ _____	Pymt. Method _____	
Non Profit Status <input type="checkbox"/> Yes <input type="checkbox"/> No	NP Papers Rec'd _____	Booth # _____	
Ad Enclosed <input type="checkbox"/> Yes <input type="checkbox"/> No	Size Ad _____		

**Mail Payment To:**  
**Kansas Horse Council - EquiFest of Kansas**  
**c/o Debbie Beam**  
**5721 NW Humphrey Rd**  
**Topeka, KS 66618**  
 Email [debbie@horseplaypromo.com](mailto:debbie@horseplaypromo.com)

# EQUIFEST OF KANSAS - Rules, Regulations & General Information

Initial: \_\_\_\_\_

1. All charges for exhibit space must be paid in full with good US funds by the date specified on contract/application. Exhibitors not complying will not be allowed to move in.
2. No refunds will be made if spaces engaged are not used, nor will any refunds be made for space used but part of the time.
3. The Kansas Horse Council, Inc. reserves the right to decline or prohibit any exhibit, exhibitor or proposed exhibitor, which in the Management's opinion is not suitable to and in keeping with the character of the EquiFest of Kansas.
4. No exhibitor or display spaces shall be sublet. Those exhibitors found to be subletting space or providing space to items or persons not normally in your business on a full time basis, will be ordered closed and moved off the premises immediately.
5. Display will be permitted on the exhibit floor only by official exhibitors. **Exhibit materials are restricted to the purchased space only.** Distributors of advertising matter by representatives of organizations who are not Official Exhibitors is strictly forbidden without the consent of the management.
6. The management, at its discretion, reserves the right to assign exhibitors to the best space available, and to make shifts in location for the benefit of the exhibitor and the betterment of the exhibitors.
7. So that aisles are unobstructed, exhibitors must be arranged so that they are completely within allotted space. Ample space must be provided within for all personnel. Exhibitors planning to build or install their own exhibit backgrounds and signage must limit height to 8 feet, unless the contract provides for a perimeter wall booth at which the background may go as high as 10 feet. Otherwise, exhibits must conform to size of the space and must not be of such character or arrangement to obstruct the view or interfere with the exhibit of others. No noisy or obstructive work will be permitted during open hours of the exhibition, nor will noisily operated displays, or exhibits producing objectionable odors be allowed. All decorations must be made of flameproof materials or be made flameproof. All packaging materials and containers must be removed from the display floor. No damage of any nature may be done to the booth structures nor to any part of the exhibit halls. Exhibitors will be held responsible for all damages. Displays are subject to inspection and approval for safety.
8. Liability for loss, theft, property damage or destruction and personal injury:
  - a. Exhibitor hereby waives any and all claims against EquiFest of Kansas, the Kansas Horse Council, Inc., the event management and the facility resulting from loss, theft, damage or destruction to its property, or from personal injuries to the exhibitor, its agents, employees, visitors, guests or animals.
  - b. Exhibitor assumes full and complete responsibility for any damage that may occur when moving exhibit material in or out of facility, or destruction of property of others, or person(s) participating in the event. Exhibitor hereby waives any right of indemnification, which it may have against EquiFest of Kansas, the Kansas Horse Council, Inc., the event management and the facility for any and all claims arising from exhibiting.
  - c. Warning – Under Kansas law, there is no liability for an injury to or the death of a participant in domestic animal activities resulting from the inherent risks of domestic animal activities, pursuant to K.S.A. 60-4001 through 60-4004. You are assuming the risk of participating in this domestic animal activity.
9. **Insurance:** Each exhibitor agrees to obtain insurance coverage during this event. Said insurance should cover (but not be limited to) theft, public liability, and property damage. EquiFest of Kansas, the Kansas Horse Council, Inc., the event management nor the facility are responsible for damage to exhibitor's property, lost shipments or moving costs. Damage to inadequately packed property is the exhibitor's own responsibility. **Each exhibitor must provide evidence of public liability insurance, naming the Kansas Horse Council, Inc. as additional insured along with the application or the final payment. Recommended coverage, one million dollars.**
10. Only registered exhibitors will be admitted to the exhibit areas. All attendees must register to enter, present official pass, or purchase admission ticket, where applicable. The management reserves the right to refuse admission to any person(s) in the interest of safety and welfare of those persons, the exhibitors, property or animals. Pets of any kind (excluding approved demonstration animals and certified assist dogs) are prohibited.
11. Your organization, its representatives or agents shall be held jointly, collectively and individually responsible for any and all debts incurred for all exhibit costs, fees, charges and any violation of these Rules and Regulations.
12. All exhibitors are required to comply with all applicable federal, state and local laws, rules and regulations and to obtain any applicable licenses and /or permits (including but not limited to sales taxes, raffle permits and others). Exhibitor agrees to hold harmless this event, its sponsor, agents and employees against any and all claims, charges and liabilities arising out of the activities of the exhibitor and to defend, at its own expense, any and all such claims and charges including the cost of defense for any claim filed against the Kansas Horse Council, Inc.
13. The Kansas Horse Council, Inc. shall rule upon any questions, disputes or problems which may arise pertaining to matters not specifically covered and agreed upon in the foregoing paragraphs of this agreement and such rulings shall be binding upon all interested parties.
14. **A down payment of 50% is due with the return of the signed agreement. The balance of the booth space is due and payable by January 15.** Other payment schedules for Breed Showcase, Stallion Review, the Official Program, Sponsorships and other venues are designated on the individual applications/agreements. Vendor space will be assigned on a first come, first serve basis, with priority given to returning exhibitors. No exhibitor will be allowed to set up at the EquiFest of Kansas without payment received in full. In addition to all other damages which may be recoverable by the Kansas Horse Council, Inc., the Council shall additionally be entitled to recover all of its attorney's fees, and any other reasonable costs of collection with regard to any monies due it and not paid in accordance with the terms of this agreement, or which may be incurred by the Council in order to enforce any other term or provision of this agreement which has been breached by any other party or parties signatory hereto.
15. Choice Of Law: The parties signatory hereto stipulate and agree that this contract shall be governed by the laws of the state of Kansas and any suit by either party to enforce any term or provision of this agreement, or for breach of this contract shall be filed in a court of general jurisdiction located in Topeka, Shawnee County, Kansas.
16. Exhibitor space will be available beginning at 8:00 AM on Thursday. **Check in at the event office immediately upon arrival.** All displays must be removed from the grounds by 11:59 AM on Monday.
17. Exhibits must be completed and ready for showing no later than one hour prior to when doors officially open to the public on Friday and must remain open until the doors officially close on Sunday. All exhibits must check in on Thursday, and have all merchandise/ display materials moved in on Thursday by 9:00 PM. Exhibitors may complete displays on Friday morning, but may not move in materials so the building may remain secure. Admission Friday with official tickets/passes only. Exhibits must be properly staffed at all times during exhibit hours. **Partial or complete dismantling of displays before 5:00 PM on Sunday is expressly prohibited. Failure to follow these guidelines can result in denial of space at the EquiFest of Kansas in future years.**
18. Booth Sizes and Fees:

Booth Size	Price	Passes*
10 x 10	\$400	<b>2 per day</b>
10 x 20	\$600	<b>3 per day</b>
10 x 30	\$750	<b>4 per day</b>
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Outside Space	\$100 per trailer (trailer dealers only with inside space – limit 4 trailers)	

\* Additional admission passes for booth workers may be purchased for \$7.50 per person per day. Limit 10 per day. Passes must be ordered and paid in full no later than January 15. Everyone without a pass or ticket will pay full price at the door.

- Non Profit organizations are eligible to receive \$50.00 off with proof of non-profit status. No retail sales allowed.
- All booths, with the exception of bulk space, will be designated with drape. No tables, chairs or other display materials are provided.
- Bulk space is limited to 1,200 sq. ft. with the exception of vendors participating prior to 2003. Prior bulk vendors are restricted to the same amount of space utilized in 2002, if less than 1,200 sq. ft. may increase to no more than 1,200 sq. ft.