

## September 8-11 2011 AEC Vendor Agreement

Chattahoochee Hills Eventing does hereby grant to Vendor, \_\_\_\_\_ the right to a vendor space at the: Name of Event: \_\_\_\_\_ Date: \_\_\_\_\_  
Hosted by Chattahoochee Hills Eventing: subject to the following terms and conditions:

### Vendor agreement / conditions

1. Application: Applications must be completed and appropriate fees submitted in full by the deadline of 5 business days prior to the first day of competition or no space will be reserved. Faxed Applications are accepted.
2. Processing: Receipt of an application is not a guarantee of acceptance; Acceptance depends on number of merchants offering similar merchandise and agreement of vendor terms and regulations (see rule #4). Payments are NOT processed before application acceptance, vendors will be notified via telephone or email whether accepted or not, vendor applications are considered via postmark date and if not accepted, payment will be returned to applicant.
3. Logos: The Chattahoochee Hills name, Event Sponsor names, the USEA logo and name and the American Eventing Championships logo and name are protected by US Trademark Laws. These Trademarks may not be used without Official Authorization, any unauthorized use, description of or reference to Chattahoochee Hills Eventing, United States Eventing Association, or the American Eventing Championships in any form is prohibited.
4. Exclusion Rights: Chattahoochee Hills Eventing reserves the right to exclude any person or company from exhibiting, and reserves the right to shut down any vendor for objectionable conduct. In the case of such exclusion, the vendor will NOT be entitled to a refund.
5. Vendor Responsibility: Vendors WILL be responsible for
  - a. any expense in relation to the Vendor's merchandise setup or close down
  - b. collection and payment of all Georgia state sales tax incurred by Vendor (if applicable)
  - c. return of all rental equipment including tables and chairs
  - d. remaining open during competition "Open" hours
  - e. **All trash is to be placed in appropriate dumpsters set up behind vendor tent.** Vendor space is to remain **TRASH FREE** 100% of the time and must be cleaned up and trash free upon leaving.
6. Space: Vendors must use space allotted to them by Chattahoochee Hills Eventing and are solely responsible for any supplier/goods exhibited in said space.
7. Setup: Vendors and merchandise must arrive on grounds NO EARLIER THAN two days prior to the first day of competition. All vendors must be set up the day before the first day of completion Vendors or goods arriving after the competition has begun are subject to loss of space. Special late set up times may be requested.
8. Opening: Vendors officially open no later than 9:00 am the first day of competition; Any earlier openings are left to vendor discretion.\*

\*official schedule may be altered at the discretion of Chattahoochee Hills Eventing organizing committee

9. Closing: Goods and merchandise MAY NOT BE REMOVED before the end of the entire competition and MUST BE REMOVED no later than 12:00pm Monday following the last day of competition. All rented items (chairs, tables) must be returned and signed in to a Chattahoochee Hills representative upon leaving.

10. Vehicles and Parking: All vehicles must be removed from the trade fair area by 8:00am, and cannot return until 30 minutes after closing between Thursday and Sunday. All vendors must park in the designated trade fair parking lot and will be towed at owner's expense if parked illegally.

11. Refunds: Withdrawn applications with refund request sent in writing and received by the Chattahoochee Hills Eventing office by 11:59pm 3 business days prior to the first day of competition will receive a refund less a \$100 processing fee and any special rental equipment such as but not limited to Tents, tables, power; etc.

12. Electricity: Electricity will be provided via an individual electric box with a maximum of 20amps provided vendor pays \$100 hook-up fee. (Limited first come basis)

13. Payments: All payments due to Chattahoochee Hills Eventing including rental fees must be received BEFORE the start of the competition.

14. Insurance: As a condition to this agreement, all vendors must present proof of insurance encompassing general liability with accurate limits of \$1,000,000.00 and have GAIA and Chattahoochee Hills Eventing listed as an AI.

\*\*\*Chattahoochee Hills is NOT RESPONSIBLE for damages or losses due to weather, theft, etc.\*\*\*

**Contact Information:**

Chattahoochee Hills Eventing

9445 Browns Lake Rd

Fairburn, GA 30213

p.(770)892-2117

f.(770)892-2159

email: [chatthills@aol.com](mailto:chatthills@aol.com)

[www.chatthillseventing.com](http://www.chatthillseventing.com)

## Competition Dates September 8-11 2011 AEC

Contact Name \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_  
 Country \_\_\_\_\_  
 Business Phone \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Email Address \_\_\_\_\_ Website Address: \_\_\_\_\_

**COURTYARD VENDOR SPACE (\*\*Food vendors add \$250 to final total\*\*)**

Size	# of Booths	Price	Total
<input type="checkbox"/> 15'X10'	(____) @	\$250 tent rental not included =	\$ _____
<input type="checkbox"/> 20'X20'	(____) @	\$300 tent rental not included =	\$ _____
<input type="checkbox"/> 20'X40'	(____) @	\$1000 tent rental not included =	\$ _____

**TENT RENTAL**

Size	# of Tents	Price	Optional Sidewall	
<input type="checkbox"/> 10'x10'	(____) @	\$150 each +	_____ @ \$60 =	\$ _____
<input type="checkbox"/> 20'X20'	(____) @	\$400 each +	_____ @ \$120 =	\$ _____
<input type="checkbox"/> 20'X40'	(____) @	\$800 each +	_____ @ \$180 =	\$ _____

**EQUIPMENT RENTAL**

<input type="checkbox"/> Table	(____) @	\$10 each =	\$ _____
<input type="checkbox"/> Chair	(____) @	\$5 each =	\$ _____

Power Hookup: (\_\_\_\_) \$100 "20 amp" additional power by request Limited \$ \_\_\_\_\_

Total amount payable to Chattahoochee Hills = \$ \_\_\_\_\_

*(Vendors requiring large open space outside of courtyard please call for pricing)*

**Make Check Payable to:**

*Chattahoochee Hills Eventing, 9445 Browns Lake Rd, Fairburn, GA 30213*

Visa: \_\_\_ MasterCard: \_\_\_

CC# \_\_\_\_\_ Exp: \_\_\_\_\_ Billing Zip: \_\_\_\_\_ Sec Code: \_\_\_\_\_

**Agreed and Accepted:**

Description of product and/or service to be exhibited (please list the manufacturer if applicable)

\_\_\_\_\_  
 \_\_\_\_\_

**SHOP OWNER SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

