



2022 Vendor Contract
Contract for Exhibit Space
Illinois Horse Fair March 4-6, 2022

Firm Name		Main Phone	
Contact Name		Alt Phone	
Address		Email	
City		Website	
State, Zip		Emergency Contact	

Please Describe Product/Service/Association for Promotional Purposes:

For further information, feel free to contact Event Secretary at Phone: 217/689-4224, Ext 1
 or Email Vendor Manager: vendorillinoishorsefair@gmail.com

Email completed forms to ihf@horsemencouncil.org **OR** mail both form and payment to:
 Illinois Horse Fair, PO BOX 13374 Springfield IL, 62791

EXPO BUILDING	Total Sq. Ft.	Price per sq. ft.	Total
10 X 10 Booth	100 sq ft (sq ft)		
Booths adding up to:	101 to 399 sq ft (sq ft)		
Bulk space	400 to 799 sq ft (sq ft)		
Bulk space	800 sq ft and up (sq ft)		
Discount on above booths ONLY		Subtotal	
	Must be Post Marked by:		
Early Contract Discount	August 30, 2021	Less 10%	
Final Contract Discount	December 1, 2021	Less 5%	
All contracts must be paid in full by:	December 20, 2021		
<i>Below not eligible for discounts</i>	Check Box Below	Subtotal	
Table Top	N/A	\$125	
10 x 8 Booth	80 sq ft	\$316	
Non-Profit***	10x10	\$260	
End Cap or Corner Booth	Premium Upgrade	\$100	
Electric Service		\$50	
Outdoor Bulk Space		Call for Location	
Outdoor Bulk (min 200 sq. ft.)	_____ sq ft		
Outdoor Bulk (min. 2000 sq. ft)	_____ sq ft		
Outdoor trailer display	Per trailer #		
		Subtotal	
Credit Card Processing Fee	Check box if paying with Credit Card	+ 5% Total	
		Total	
NOTE: Deposit reserves a space in the show it does NOT hold the discounts as a paid in full contract.	Less Deposit Made Please contact office if you have questions		

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Preferred Booth Numbers #1 _____ #2 _____ #3 _____

- See rules for included passes with space reservations
- *** Current HCI membership is REQUIRED for the non-profit rate. Join at www.horsemencouncil.org

PAYMENT METHOD:

Check or money order accepted. Credit/Debit Accepted with 5% Processing Fee.
\$35 fee for returned checks.

I wish to pay a 50% deposit by Check/Money Order (balance due 12/20/2021) \$ _____
 I wish to pay in full by Check/Money Order \$ _____
 I wish to pay minimum 50% deposit a Credit/Debit Card \$ _____
 (Please add %5 Processing Fee, All Info Requested Below is Required)

Card Type _____

Cardholder Name: _____ (Please Print)

Cardholders Address: _____

City, State, Zip _____

_____ - _____ - _____ Exp. ___/___

3-digit Code _____

(Card Information may also be confidentially provided by calling 217.689.4224, Ext 0)

Cardholder Signature _____ Phone (____) _____ - _____

AGREEMENT: I hereby authorize Horsemen's Council of Illinois/Illinois Horse Fair to reserve space for me. I agree to pay all charges by 12/20/2021. The authorized signature on this contract signifies that I have read and understand the rules and regulations (See Vendor/Exhibitor Rules for additional insurance requirements) set forth by the Horsemen's Council of Illinois/Illinois Horse Fair for participation in this event and agree to abide by the same.

Exhibitor's Signature

Date

IHF Signature

Date

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ILLINOIS HORSE FAIR VENDOR/EXHIBITOR RULES AND REGULATIONS

By completing the Exhibitor Contract for Space Rental, you agree to abide by all rules and regulations governing the participation in the Illinois Horse Fair.

DEFINITIONS:

COMMERCIAL: Shall apply to all parties providing a product, service or stallion for commercial benefit.

NON-PROFIT: Shall apply to all IRS designated non-profit organizations promoting particular equine activities with an HCI membership.

BREED ASSOCIATION/REGISTRY: Shall apply to all recognized Associations/Registries that are responsible for registry of a specific breed. Proof of authorization shall be provided.

FOR SALE: Shall apply to all parties purchasing stall space for the purpose of selling a horse.

ADMISSION: The Illinois Horse Fair (IHF) management reserves the right to refuse admission to any person(s) in the interest of safety and welfare of said persons, the general public, exhibitors or animals.

ELIGIBILITY: The IHF reserves the right to determine the eligibility of any product for display. Commercial exhibitors/vendors (Exhibitors) must list their participating company as "Exhibitor" for the record. All exhibits must conform within the bound of good taste. IHF management may refuse any exhibit, item or displays.

**Exhibitor Show Hours: Friday: 9:00 a.m. – 7:00 p.m.
Saturday: 9:00 a.m. – 7:00 p.m.
Sunday: 9:00 a.m. – 5:00 p.m.**

- All set up and tear down schedules are assigned by IHF management and will be strictly enforced.
- Exhibitors must not dismantle displays, assemble packing materials or tear down on Sunday prior to close of Fair.
- No vehicles are allowed within the secured area (or any so identified areas) during IHF hours.
- Exhibitor parking is in designated areas only and will be enforced. Violators shall be subject to immediate towing.

EXHIBITOR PASSES will be provided per the following schedule: 100 sf -2, 225 sf - 3, 300 sf - 4, 400 sf & up - 6.

PAYMENTS: All charges for exhibit space must be paid in full in US funds on or before December 20, 2021 (all late fees must be paid for registrations submitted after that date). IHF management, sponsors, their agents or representatives for this event do not and cannot guarantee any financial benefit or gain to exhibitors or exhibiting organization, nor guarantee attendance for same.

CANCELLATIONS/REFUNDS: If any event or circumstance not caused by IHF prevents an Exhibitor from setting up or staffing an exhibit for any or all of the show period, the contractual responsibility between Exhibitor and IHF shall be considered to be satisfied with no refund due Exhibitor.

PUBLICITY: In consideration for participation, the undersigned hereby grants IHF and the Horsemen's Council of Illinois (HCI) the right to use their name and/or likeness and that of its employees and agents involved in the Fair, using video and/or audio and/or photographs in any association with HCI or IHF.

INSURANCE: Exhibitors are required to carry fire and liability insurance covering trade shows and fairs which insures their goods and exhibits against damage and loss or personal injury. All insurance certificates must include the following statement – "The Horsemen's Council of Illinois and/or The Illinois Horse Fair and/or The Illinois Department of Agriculture, their officers, employees, agents and directors are additionally insured."

INDEMNIFICATION/HOLD HARMLESS CLAUSE: Exhibitor agrees that if a claim or lawsuit is made against IHF, HCI and/or the Illinois Department of Agriculture, their owners, shareholders, agents and or employees for any damage brought by or allegedly attributable to, Exhibitor arising from Exhibitor's presence on the premises or Exhibitor's contract for space rental, Exhibitor will pay all attorney's fees and costs incurred by the Illinois Horse Fair and the Horsemen's Council of Illinois.

LIABILITY: Exhibitor shall hold HCI and IHF and its management, and the Illinois State Fairgrounds and its management blameless for any injury or damage that may occur to an exhibitor, its employees, agents or property, or for loss as a result of theft, fire, accident or any other causes. Exhibitor shall take precautionary measures of their own, such as securing small or easy portable articles of value and the removal of them to a place of safe keeping after exhibit hours. Any damage to facility property through carelessness or other act of Exhibitor or their employees, agents or invitees must be paid by Exhibitor causing damage.

COMPLIANCE WITH LAWS AND REGULATIONS: Exhibitor agrees to obey all State laws, local ordinances and regulations governing the use of the Illinois State Fairgrounds, to abide by the rules of the State Fire Marshall and State Police, and other public officials whose duties may regulate exhibits. Including current COVID-19 regulations. Illinois sales tax will be applicable to the event. For additional information, please visit the following site: www.revenue.state.il.us/individuals/salesandrelated/fairs (This DOES NOT apply to IRS designated non-profit organizations.)

EXHIBIT SPACE ASSIGNMENT: IHF management will assign exhibit space. Exhibitors will agree to accept the location assigned and agree to reassignment if directed by IHF management for the best interest of the show. Sub-leasing of space and/or assignment or transfer of any right, interest or obligation of Exhibitor related to IHF or Exhibitor's exhibit or participation is prohibited and if attempted by any Exhibitor will result in contract becoming null and void unless prior approval has been obtained from management.

BOOTH CONSTRUCTION AND EQUIPMENT: IHF will provide an identification sign and number for each booth space. Each booth will have 8ft back drapes and 3ft side drapes. The back and side drapes may not be removed or moved without IHF approval. No sign, apparatus or construction may extend more than 8ft above the floor. The exhibit may extend 4 ft from the back of the booth space at the 8 ft height, but beyond that point the height must not exceed 3 ft. The exhibitor may drape unsightly structures at their own expense. IHF and HCI strongly recommend only professionally made signs and floor coverings for your exhibit space. Exhibitor shall have a 50 ft grounded extension cord. Live animal sales are prohibited in exhibit space.

EXHIBITS AND APPLIANCES: Exhibits must be contained within the booth space and not obstruct or interfere with neighboring exhibits. No signs, posters etc. may be displayed outside the exhibitor's assigned space. Sound levels on A/V equipment must not exceed normal conversation levels. No damage of any nature may be done to any part of the Illinois State Fairgrounds. An identification sign will be provided for each vendor. A table and 2 chairs will be provided for each booth space.

SAFETY PRECAUTIONS: All decorations must be made of flameproof materials. All packaging containers and materials must be removed from the floor. No propane tanks may be used inside. Strobe lights are prohibited.

VENDOR/EXHIBIT CLEANING: Exhibitors are responsible for keeping their exhibits clean and free from accumulated rubbish and unsafe conditions.

PETS: No animals (except service animals) will be allowed in exhibition buildings, seminar areas, Coliseum or Livestock Center. Animals on the grounds in any other areas must be leashed at all times.

CONCESSIONAIRE: Food vendors selling alcohol are subject to 10% on all alcohol sales. Please call 217-689-4224, ext. 1, for the most up to date information.

****COVID-19**** Any person attending IHF in any capacity will abide by all Federal, State and IHF regulations, mandates and guidelines including but not limited to social distancing and face masks. Horsemen's Council of Illinois and Illinois Horse Fair and it's board of directors and volunteers, will be held harmless in the event that a person attending IHF21 in any capacity is exposed to, contracts or otherwise comes in contact with a person infected with COVID-19.

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