



2024 TRADE SHOW

Will Rogers Equestrian Center
Fort Worth, Texas

March to the Arch

March 13 – 17, 2024

VENDOR INFORMATION (Information may be used by March to the Arch for promotional purposes)

Company Name: _____
Primary Contact Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Website: _____ Email: _____
Product/Service Description (include specific brands): _____

I am interested in Sponsorship information _____

BOOTH INFORMATION (Show space will not be reserved without a 50% deposit.)

<u>BOOTH SIZE</u>	<u>COST</u>	<u>OTHER OPTIONS:</u>	<u>COST:</u>
10 x 10	\$650	<u>CORNER OPTIONS:</u> \$100 (Additional charge for corner booth) \$150 (Additional charge for concourse booth)	<u>BOOTH TOTAL:</u> \$ _____
10 x 20	\$800	<u>OUTDOOR SPACE:</u> \$1.75 per square foot (minimum of 200 sq ft)	<u>OTHER OPTIONS:</u> \$ _____
10 x 30	\$900		<u>GRAND TOTAL:</u> \$ _____

PAYMENT & CONTRACT ACCEPTANCE

50% DEPOSIT: due to reserve space. Balance due upon arrival

\$ _____

Method of Payment:

- Check (# _____)
- Credit Card (there is a 4% processing fee)

If paying by credit card, please complete the following:

Name on Card: _____

Card #: _____

Exp. Date: _____ CVV: _____

Billing Zip Code: _____

Cardholder Signature: _____

X _____

I have read and agree to the rules and regulations of this contract:

X _____

MTTA USE ONLY

Date Received: _____

Booth Assignment: _____

Total Amount Due: \$ _____

Amount Received: \$ _____

Balance Due By:
_____/_____/_____\$ _____

Final Payment Received \$ _____

March to the Arch
784 E. Northside Dr.
Pilot Point, TX 76258

Email: mta2005@aol.com
Phone: 717.682.1023
marchtothearchhorseshow.com



VENDOR RULES AND REGULATIONS

General

MTTA has full power to interpret these regulations. Matters not covered by the rules shall be subject to a final decision by MTTA. These regulations may be amended at any time by MTTA upon written notice by MTTA to such vendors as may be affected by them. This "vendor contract" form, when executed properly, shall be considered a binding agreement between the two parties. Vendors shall abide by Federal, State and City laws, ordinances and regulations. Any vendors who fail to observe the conditions of this contract, or who, in the opinion of the officials of MTTA, conduct themselves unethically, will be dismissed from the Show without refund. Any vendor violating the rules and regulations shall be subject to ejection and forfeit the right to exhibit in subsequent years.

Assignment of Space

First come, first serve priority will be given to applicants according to the time their contract and deposit is received by MTTA, availability of requested area, amount of space requested. The space assignment made by MTTA shall be final. Such assignment is made for the period of this Show only, and does not imply that same or similar space will be held or offered for future Shows. MTTA reserves the right to refuse, without explanation, any request to exhibit. Vendors submitting a contract are not guaranteed a space. In the event of conditions beyond its control, MTTA reserves the right to rearrange the floor plan and relocate any exhibit upon consultation with the vendor.

Booth Hours and Staffing

Booths are required to be staffed during all operating hours. Failure to do so may result in expulsion from the Show. It is expressly understood that all persons, videos, slide presentations, music and speakers are not permitted to be at a volume level that is interfering or annoying, in the opinion of the Lessor, to guests or other vendors.

Booth Space and Draping

To avoid conflict with Fire Marshal codes and keep aisles free for traffic, all products must be kept within the confines of your booth. All items hanging on outside walls must hang within your space. No exceptions. Every effort is made to ensure the accuracy of all information contained on all floor plans. However, no warranties, neither expressed nor implied, are made with respect to the floor plan.

Payment, Refunds and Cancellations

A 50% deposit for vendor space is due and payable when contract is signed and submitted. Payment in full for vendor space must be received in the MTTA office on or before March 14, 2024.

All fees must be paid in full, including any booth rental fee, late fee and/or insurance fee prior to move-in. If vendor wishes to withdraw from the Show, written notice must be given by February 19, 2024 to MTTA office. No refund shall be paid to vendor for any reason, regardless of whether or not the vendor occupies all, or part of, the space for any portion of the exhibit term.

Texas Sales Tax & Permit Information

All sales taxes, income taxes, FICA or other withholding taxes arising out of or in connection with Vendor's use of the vendor space are the sole responsibility of the Vendor. All trade show vendors must have sales tax permits. For additional information, or an application, contact the Texas State Comptroller's Office at (800) 252-5555, or visit <http://www.window.state.tx.us/taxinfo/taxforms/01-forms.html>.

Move-In/Out

All unpaid fees will be due at time of move-in, or you will be denied move-in privileges. As for the **MTTA Show**, vendors will not be permitted to move in before 8am on Monday March 11 2024. Move-in will continue until 6pm, and resume on Tuesday March 12, 2024 at 8am. All booths must be operational by 7am on Wednesday March 13, 2024. Vendors must keep booths intact until 12pm on Sunday March 17, 2024, unless an earlier closing time is determined by show management. **BOOTHS INSIDE THE ARENAS MUST WAIT UNTIL THE SHOW IS OVER BEFORE DISMANTLING AND PACKING.** All booths must be dismantled, packed and removed by noon on Monday March 19, 2024. Vendors will complete arrangements for prompt pickup of all outbound shipments. Any unattended exhibitor or materials remaining after 12pm on Monday March 19,

2024, shall either be discarded or removed, and all charges will be billed to the exhibitor.

Insurance

Vendors understand that MTTA, and Will Rogers Equestrian Center do not maintain insurance covering Vendor's property and that Vendors have the sole responsibility to obtain insurance to cover any losses, property damage, or business interruption.

Right to Cancel

MTTA reserves the right to cancel contract for any reason, at any time, and reserves the right to enter into future contracts. Any violation of the contract or the Vendor Rules may result in all agreements being cancelled immediately and vendor may be denied from exhibiting at any future shows.

Liability

Vendor agrees to indemnify and hold harmless the March to the Arch Horse Show, Will Rogers Equestrian Center, MTTA agents, officers and employees from all claims, losses, costs, damages or expenses resulting or arising from any and all injuries to or death of any person, or damage to property caused by an act, omission or neglect of Vendor's agents, employees, invitees, contractors, or guests, which occur in or about the vendor space. Vendor agrees to use and occupy the vendor space at Vendor's own risk, and hereby releases MTTA, Will Rogers Equestrian Center, its agents, officers, employees and invitees from all claims for any damage, loss or injury to persons or property to the full extent permitted by law occurring in or about the vendor space, including, but not limited to, damages resulting from acts of other Vendors, theft, vandalism, fire and other casualty damage, or damage arising from any defects in the premises.

The Contractor acknowledges and agrees that there is inherent danger in participation in the Event due to potential exposure of the Contractor to the Novel Coronavirus (the "Coronavirus") at the Event. The Contractor acknowledges and agrees that: they were made aware of and understood the potential dangers presented by the Coronavirus at the Event; (ii) even though the MTTA and the facility have taken all reasonable steps to present a safe environment for the Event, there are many factors beyond their reasonable control that could lead to potential exposure to the Coronavirus at the Event; and (iii) they are voluntarily assuming all risk of harm, illness or injury to themselves or any of their horses that may be incurred by participating in the Event, or activities associated with the Event, that are in any way related to the Coronavirus. The Contractor further hereby releases the MTTA and the facility and their respective officers, owners, employees, agents, representatives, directors, shareholders, officials, administrators, contractors, vendors, sponsoring agencies, sponsors, attorneys, and the owners and lessors of animals used to conduct the Event (hereinafter collectively referred to as "Releasees") from any and all liability, claim, damages, injury, judgment, loss, liability, cost and expense (including, without limitation, attorney's fees and costs) incurred by the Contractor allegedly arising out of or connected with their participation in the Event, or at any activities associated with the Event, that relate in any way to the Coronavirus. This Release includes, but is not limited to, claims for bodily injury and physical illness of the Contractor in any way relating to the Coronavirus, that were allegedly incurred or sustained during the Event or at any activities associated with the Event.

Subleasing

Subleasing of booth space is not permitted. Booth space is to be used only by the person/company and for products stipulated in the Contract.

MTTA MAKES NO REPRESENTATIONS OR WARRANTIES REGARDING THE NUMBER OF PERSONS WHO WILL ATTEND THE SHOW.

I have read and agree to the rules and regulations of this contract:

X _____