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**Vendor Lease Agreement**  
**Tack Swap at Kirkwood ~ Iowa Equestrian Center Indoor Arena**  
**January 26, 2019**

This Agreement is entered into on, by and between the **ORGANIZER** Kathy Peterson-Herbst and

**EXHIBITOR** Name \_\_\_\_\_ Date \_\_\_\_\_

**The ORGANIZER and EXHIBITOR hereby agree to the following:**

1. **Contract & Payment Due By:** January 2, 2019
  - **Checks Payable to:** Tack Swap at Kirkwood
  - **Mail to:** Kathy Peterson-Herbst  
19948 Durango Rd  
Sherrill, IA 52073
  - **Questions?** [tackswap@aol.com](mailto:tackswap@aol.com) or TEXT 563-590-9820
  - **ALL MONIES RECEIVED ARE NON REFUNDABLE**
2. **Booth Space:**
  - Booth spaces approximately
    - 10ft x 10ft \$30.00
    - SMALLER booth - size to be determined upon setup \$20.00
  - EXHIBITOR agrees to lease
  - \_\_\_\_\_ 10 x 10 booths for \$30.00 = \$ \_\_\_\_\_
  - \_\_\_\_\_ Smaller booth for \$20.00 = \$ \_\_\_\_\_
  - Only one EXHIBITOR per leased space
  - Each EXHIBITOR will get two free admissions with their paid booth(s)
  - All other people helping (and public) will pay general admission of \$3.00

**Trailer vendors** will be placed in the warm up arena and will only be the returning trailers. No new trailers will be added. Contact Kathy with questions.

3. **Event:** Subject to the terms and conditions of this Agreement, the ORGANIZER leases to EXHIBITOR the booth space described in **2. Booth Space** of this Agreement for the 2019 Tack Swap at Kirkwood to be held Saturday January 26, 2019 at the IA Equestrian Center Indoor Arena
  - All lease spaces must be on contract by January 2, 2019.
  - EXHIBITOR assumes all other costs such as additional lighting, signage, carpeting, tables, chairs, etc.
  - The leased booth space shall be used exclusively by EXHIBITOR and cannot be leased to another EXHIBITOR
4. **Booth Selection: subject to availability**
  - Handicap will be placed first to allow easier access
  - Returning vendors will be placed in approximate space(s) as the previous year
  - New vendors will be placed in open booths by the ORGANIZER

5. **Failure to Occupy Leased Booths:** EXHIBITOR agrees to occupy the leased booths for the full duration of the EVENT
  - If EXHIBITOR does not occupy the leased booths for the EVENT they are still responsible for the full rental fee
  - A \$20.00 early departure fee will be charged
6. **Notice of Cancellation:** If EXHIBITOR desires to cancel this Agreement, the EXHIBITOR shall notify ORGANIZER of his/her desire to do so 15 days prior to the EVENT
  - There are NO REFUNDS for any reason
7. **Set Up and Tear Down:**
  - Friday January 25, 2019 - EXHIBITOR set up 1:00pm – 12:00am
  - Saturday January 26, 2019 - Doors open at 5am for additional set up time
  - Saturday January 26, 2019 - EXHIBITOR set up must be complete NO LATER THAN 7:00am
  - Booth(s) tear down NOT before 4:00 PM Saturday January 26, 2019 or EXHIBITOR will be charged a \$20.00 early departure fee
  - EXHIBITORS are responsible for cleanup of space(s) leased
8. **All EXHIBITORS are responsible for their own sales taxes**
9. **Returned Check Fee:** \$40.00 charge on any/all returned checks
10. **Food & Drink Sales:** PROHIBITED by any EXHIBITOR
  - IA Equestrian Center Concession stand will be open day of event
11. **ALL PETS MUST BE ON A LEASH AT ALL TIMES - CITY LEASH LAWS ENFORCED**
12. **NO SMOKING Policy is enforced by the IA Equestrian Center & Kirkwood Community College which includes smokeless and smoking tobacco**

ORGANIZER Kathy Peterson-Herbst, the IA Equestrian Center & Kirkwood Community College, and or leaser of facility are not held responsible for theft, accidents, injuries or loss of any property.

**UNWATED ITEMS: donate & drop off at ORGANIZERS Kathy Peterson-Herbst booth.**

This Vendor Lease Agreement contains the entire understanding of the parties. No oral or other representation not contained herein shall be binding upon the parties hereto. By signing this contract you agree to all the above terms and parties hereto:

EXHIBITOR Signature \_\_\_\_\_ Date \_\_\_\_\_

EXHIBITOR Printed Name \_\_\_\_\_

EXHIBITOR Address \_\_\_\_\_

EXHIBITOR Email Address \_\_\_\_\_

EXHIBITOR Phone Number \_\_\_\_\_