

Vendor Lease Agreement
Tack Swap At Kirkwood, Iowa Equestrian Center Indoor Arena
Saturday March 13, 2021

This agreement is entered into on, by and between the ORGANIZER Kathy Peterson-Herbst and EXHIBITOR

Name _____ Date _____

The ORGANIZER and EXHIBITOR hereby agrees to the following:

1. Contract & Payment Due By: March 10th, 2021

- * **Checks Payable To:** Tack Swap at Kirkwood
- * **Mail to:** Kathy Peterson-Herbst
19948 Durango Road
Sherrill, Ia 52073
- * **Questions?:** EMAIL 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 Booth for \$30.00 = \$ _____
 - * _____ Smaller Booth for \$20.00 = \$ _____
 - * _____ Shared Booth By (2) People for \$45.00 = \$ _____
- * Only one **EXHIBITOR** per lease space or (2) per shared booth.
 - * Each **EXHIBITOR** will get two free admissions with their paid booth.
 - * 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: Subjects 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 2021 Tack Swap at Kirkwood to be held **Saturday March 13, 2021.**

- * **ALL** lease spaces **MUST HAVE** a signed contract.
- * **EXHIBITOR** assumes all other costs such as additional lighting, signage, carpeting, tables, chairs, etc. If power is needed then **ADDITIONAL** charge **MAY** apply.
- * The leased booth space shall be used exclusively by **EXHIBITOR** and **CANNOT** be leased to another **EXHIBITOR.**

4. Booth Selections: Subjects 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 reasons.
7. **Set Up And Tear Downs:**
 *Friday March 12, 2021 - EXHIBITOR set up 1:00pm-12:00am.
 *Saturday March 13, 2021 - Doors open at 5:00am for additional set up time.
 *Saturday March 13, 2021 - EXHIBITOR set up **MUST** be completed **NO LATER THAN 7:00am**.
 *Booth(s) tear down **NOT** before 4:00PM Saturday March 13, 2021 or EXHIBITOR will be charged a \$20.00 **EARLY** departure fee.
 *EXHIBITORS are responsible for cleanup of space(s) leased. No trash is to be left behind or the EXHIBITOR will be billed.
8. **ALL EXHIBITORS are responsible for their own sales taxes.**
9. **Returned Checked Fee:** \$40.00 charged 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.
13. **COVID-19 Restrictions may apply, check Facebook close to Event for updates.**

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.

UNWANTED ITEMS: Donates & 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 Returning

NEW EXHIBITOR

EXHIBITOR Email Address _____

EXHIBITOR Phone Number _____