

Vendor Lease Agreement
Tack Swap At Kirkwood, Iowa Equestrian Center Indoor Arena
Saturday February 5th 2022

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:

- * **Checks Payable To:** Tack Swap at Kirkwood
- * **Mail to:** Kathy Peterson-Herbst
19948 Durango Road
Sherrill, Ia 52073
- * **Questions?:** tackswap@aol.com or TEXT 563-590-9820
- * **ALL MONIES RECEIVED ARE NON REFUNDALE**

2. Booth Space:

- * Booth Spaces Approximately
>10ft x 10ft \$35.00
>SMALLER booth – size to be determined upon setup \$30.00
- * **EXHIBITOR** agrees to lease
- * _____ 10 x 10 booths for \$35.00 = \$ _____
- * _____ Smaller booth for \$30.00 = \$ _____
- * Only one **EXHIBITOR** per lease 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: 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 2022 Tack Swap at Kirkwood to be held **Saturday February 5th 2022**

- *All lease spaces must be on contract by January 25th 2022
- ***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 Selections: Subjects To Availability

- *Handicap will be placed **FIRST** to allow easier access
- *Returning vendors will be placed first.
- * 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 February 4th 2022– **EXHIBITOR** set up 1:00pm-12:00am
*Saturday February 5th 2022– Doors open at 5:00am for additional set up time
*Saturday February 5th 2022– **EXHIBITOR** set up must be complete **NO LATER THAN** 7:00am
*Booth(s) tear down **NOT** before 4:00PM Saturday 5th 2022 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 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

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 Email Address _____

EXHIBITOR Phone Number _____