

Vendor Lease Agreement
Tack Swap at Kirkwood
Iowa Equestrian Center Indoor Arena
801 76th Ave Dr. SW
Cedar Rapids, IA
Saturday, January 27th 2024

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. Contact & Payment Due By:

- a. **Checks Payable to:** Tack Swap at Kirkwood
- b. **Mail to:** Kathy Peterson-Herbst
19948 Durango Road
Sherrill, IA 52073

***Questions?** tackswap@aol.com or TEXT 563-590-9820

2. Booth Space:

- a. Booth space approximately
 - i. 10ft x 10ft \$40.00
 - ii. Smaller booth – size to be determined upon setup \$25.00 (no bigger than 6ft x 6ft).
- b. **EXHIBITOR** agrees to lease
 - i. _____ 10 x 10 booth for \$40.00 = \$ _____
 - ii. _____ smaller booth for \$25.00 = \$ _____
 - iii. Only one **EXHIBITOR** per lease space
 - iv. Each **EXHIBITOR** will get two free admissions per each vendor
 - v. All other people helping (and public) will pay general admission of \$4.00
 - vi. **CONTRACT DUE BY JANUARY 27, 2024**

Event: Subjects to the terms and conditions of this Agreement, the ORGANIZER leases to the EXHIBITOR the booth space described in **(2) Booth Space** of this Agreement for the 2024 Tack Swap at Kirkwood to be held **Saturday, January 27, 2024.**

- All lease spaces must be on contract by January 1, 2024.
- **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**.

3. Booth Selections: Subject to Availability

- a. Handicap will be placed **FIRST** to allow easier access
- b. All vendors will be placed based on suitability by ORGANIZER

4. Failure to Occupy Leased Booth: EXHIBITOR agrees to occupy the leased booth for the FULL duration of the EVENT.

- a. If **EXHIBITOR** doe **NOT** occupy the leased booths for the EVENT, they are **STILL** responsible for the FULL rental fee
- b. A \$20.00 **EARLY** departure fee will be charged

5. 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.

6. Set Up and Tear Downs:

- a. Friday, January 26, 2024 EXHIBITOR set up 1:00pm-12:00am
- b. Saturday, January 27, 2024 Doors open at 5:00 am for additional set up time
- c. Saturday, January 27, 2024 EXHIBITOR set up must be complete NO LATER THAN 7:00am. If not, booth area will be resold.
- d. Booth(s) tear down NOT before 4:00pm Saturday, January 27, 2024 or EXHIBITOR will be charged a \$20.00 EARLY departure fee
- e. EXHIBITOR is responsible for cleanup of space (s) leased no trash left behind allowed.

7. ALL EXHIBITORS are responsible for their own sales taxes

8. Returned Check Fee: \$40.00 charged on any/all returned checks

9. Food & Drink Sales: PROHIBITED by any EXHIBITOR

- a. IA Equestrian Center Concessions stand will be open the day of the event.

10. Due to past complaints NO PETS (dogs) ALLOWED-SORRY...

11. NO ALCOHOL IN ANY FORM ALLOWED

12. NO SMOKING Policy is ENFORCED by the IA Equestrian Center & Kirkwood Community College which includes smokeless and smoking tobacco

13. ORGANIZER has the right to refuse any vendor without reason

14. PLEASE NOTE IF YOU'RE A RETURNING VENDOR

- a. 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: Donations & Drop Off at ORGANIZERS Kathy Peterson-Herbst booth.

The 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:

- If RETURNING EXHIBITOR from 2023, please provide approximate location

EXHIBITOR SIGNATURE: _____ Date: _____

EXHIBITOR Printed Name: _____

EXHIBITOR Address: _____

EXHIBITOR E-mail Address: _____

EXHIBITOR Phone Number: _____