Vendor Lease Agreement
Tack Swap at Kirkwood
Iowa's Large Tack Swap
Iowa Equestrian Center Indoor
Arena 801 76th Ave Dr. SW
Cedar Rapids, IA
Saturday, January 16th, 2027

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

The ORGANIZER and EXHIBITOR hebry 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 (NO booth sharing allowed)
        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 $5.00 general and parking admission
        vi. CONTRACT DUE BY JANUARY 1, 2027

    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 2027 Tack Swap at Kirkwood to be held **Saturday, January 16, 2027.**

    - **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. Must be setup by 7 a.m. Saturday or booth will be resold
    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 15, 2027 EXIBITOR set up 1:00pm-12:00am
    b. Saturday, January 16, 2027 Doors open at 5:00 am for additional set up time
    c. Saturday, January 16, 2027EXHIBITOR 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 2027 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 EXIBITOR
    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 vendor parking in front lot**
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 2026, please provide approximate location

_____

EXHIBITOR SIGNATURE:_____Date: _____

EXHIBITOR Printed Name: _____

EXHIBITOR Address: _____

_____

EXHIBITOR E-mail Address: _____

EXHIBITOR Phone Number: _____