



2017 Event Vendor Agreement

This is an agreement between Chattahoochee Hills Eventing (hereinafter referred to as “Host” and _____ (hereafter referred to as “Vendor”).

The Host will be hosting the following Event(s): (check all you wish to attend)

Schooling Shows		Horse Trials		Twilight		Dressage	
Feb 4		April 7-9		#1 May 17		May 20-21	
Mar 25		May 20-21		#2 May 31		Jun 24-25	
Apr 22		Jun 30 – Jul 2		#3 Jun 14		Other	
Jun 10		Jul 7-9 (Area III)		#4 Jun 28		Hunter Pace 4/1	
Aug 5		Oct 27-29		#5 Jul 5		Hunter Pace 9/30	
Oct 7				#6 Jul 19			
Nov 11-12 (SESSC)							

to take place at 9445 Browns Lake Road, Chattahoochee Hills Georgia 30213 and has the legal ability to issue a license for vending during the above mentioned Event and Vendor desires to vend _____ at and during the above mentioned Event, and has issued the Host a sum of **\$_____ for a license to vend at the Event.

The Host and Vendor parties both agree to the following terms:

1. Application must be completed and appropriate fess submitted in full by the deadline of five (5) business days prior to the first day of the Event or no space will be reserved.
2. Receipt of an application is NOT a guarantee of acceptance. Acceptance depends on the number of merchants offering similar merchandise and agreement of vendor terms and regulations (see #5). Vendor applications are considered in order of receipt.
3. Payments are NOT processed prior to acceptance of application. Vendor will be notified via telephone or email if/when accepted. If not accepted payment will be returned within five (5) business days of notification via regular US Mail.
4. The names and logos of the Host and any and all Event Sponsors are protected. Any unauthorized use, description of or reference to the Host in any form is prohibited.
5. The Host reserves the right to exclude any and all persons or companies from exhibiting and reserves the right to shut down any vendor for objectionable conduct as determined by the Host. In the case of such action the vendor will NOT be entitled to a refund.
6. Vendor is responsible for any expense in relation to the merchandise setup or close down.
7. Vendor is responsible for the collection and payment of all Georgia state sales tax incurred by Vendor (if applicable).
8. Vendor must remain open during the entire Event operating hours.
9. Vendors must use the space allotted to them by the Host and are solely responsible for any supplier/goods exhibited in that space.
10. Vendor will be given access to the place that is agreed upon by both parties no less than 24 hours before the Event starts to set up the Vendor’s station, goods to be sold, and anything else that is needed and customary to vend at that specific location.



11. Vendors officially open no later than 9:00 am the first day of the Event. Opening earlier is left to the discretion of the vendor. The official schedule may be altered at the discretion of the Host.
12. Goods and merchandise may not be removed before the end of the entire Event.
13. Vendor will have access to the location for up to 20 hours following the conclusion of the Event to dismantle and remove all items brought to the Event by Vendor. Vendor shall leave the location free from trash and in similar condition that it was in before the Vendor was there.
14. All Vendors must park in designated parking areas. If unloading merchandise, vehicle must be removed from Vendor area by 8:00 am each morning and cannot return to the Vendor area until 30 minutes after the Event has closed each day.
15. Cancellation notices or withdrawn applications must be received by the Host no later than 4 days prior to the start of the Event. A refund will be issued less a \$100 administration processing fee.
16. As a condition to this agreement the Vendor must present proof of insurance encompassing general liability with accurate limits of \$1,000,000.00 and have GAIA LLC and Chattahoochee Hills Eventing listed as an AI.
17. Vendor agrees to hold the Host free from any damages or claims that may develop in connection with participating in the above mentioned Event.

In agreement to the above mentioned terms a representative of the Event and Vendor sign below:

This contract shall be governed by the laws of the State of Georgia in Fulton County and any applicable Federal Law.

Vendor

Date

Chattahoochee Hills Eventing

Date

****Fee Schedule:**

Horse Trials including Area III Championships, Dressage Shows and the South East Schooling Show Championships:

12'x12' space	\$150 for the weekend
	\$450 for the week of Area III Championships
12'x24' space or Trailer	\$250 for the weekend
	\$750 for the week of Area III Championships

Schooling Shows (1 day shows):

12'x12' space	\$75
12'x24' space or Trailer	\$125

If you attend all 6 schooling shows you get the SESSC for ½ price!

There is no fee for the Twilight Shows.

Extras:

Power Hook ups	\$25
Power for Trailers with AC	\$50