



Dear Trade Show Vendor:

Thank you for your interest in a vendor space for the 2024 NRHA Derby Trade Show, June 11-23, 2024 at the Oklahoma State Fair Park. We are offering another dynamic show schedule, increased participation of international, national and local riders, along with plenty of family fun activities.

To request a vendor space, you will need to complete and return the following items due by May 15:

- Completed Trade Show Contract
- Signed Terms & Conditions
- Product & Booth Space Details form

NRHA Sponsors will have priority placement and remaining spaces will be made available to non-sponsoring vendors. Returning vendors will be given priority.

NRHA Derby booth spaces will NOT BE DRAPED. Any decorating needs such as tables, chairs, carpeting, drayage, telephone, or Wi-Fi must be ordered through the official service provider (Service Provider Forms available at NRHADerby.com). Electrical, forklift and stall removal services can be ordered through NRHA and should be indicated on the form below. Payment for these services must be included in the total balance due June 1.

CHECKLIST

Please remember these important items:

Completed and Signed Contract due by May 15

Full Payment due by June 1

Oklahoma Sales Tax # or EIN # must be provided by June 1

Copy of \$1,000,000 liability insurance coverage with National Reining Horse Association, OKC Fairgrounds, the City of Oklahoma City, and the City of Oklahoma City Public Property Authority as additionally insured by June 1.

Thank you again for your interest in the 2024 NRHA Derby. Feel free to contact me at (580) 759-2424 or Cheryl@pro-management-inc.com for more information prior to the show. Your contact at the show will be Brenda Stramsky at (405) 886-1533. We look forward to seeing you in OKC!

Sincerely,

Trade Show Manager
(580) 759-2424
Cheryl@pro-management-inc.com

Other important dates:

Tuesday, June 11, 2024 - Vendor Move In (Pre-Approved Spaces Only)

Wednesday - Thursday, June 12 - 13, 2024 - All vendors move in

Friday, June 14, 2024 - Derby begins

Sunday, June 23, 2024 - Show ends & vendors move out



2024 NRHA DERBY TRADE SHOW APPLICATION

VENDOR INFORMATION

Company Name:			
Contact:	Business Phone:	Cell Phone:	
Current Address:			
City:	State:	ZIP Code:	
Email:		Company's Name to be Published:	
Vendor Type:	Returning (Non Sponsor)	Sponsor	New Vendor
		Affiliate	
OK Sales Tax Permit or EIN #			

BOOTH SPACE RENTALS

COLISEUM - East & West Concourse			COLISEUM - West Concourse		
QTY	SIZE/LOCATION	PRICE	QTY	SIZE/LOCATION	PRICE
	10'x10' Main Thoroughfare Booth	\$500.00		8'x10' Corner Booth <i>(Limited Quantity Available)</i>	\$350.00
	10'x10' Standard Booth	\$450.00		8'x10' Standard Booth <i>(Limited Quantity Available)</i>	\$325.00
SUPER BARN - NRHA Partners/Sponsors Only			BARN 3		
QTY	SIZE/LOCATION	PRICE	QTY	SIZE/LOCATION	PRICE
	10'x10' Main Thoroughfare Booth	\$500.00		8'x10' Corner Booth	\$325.00
	10'x10' Standard Booth	\$450.00		8'x10' Standard Booth	\$275.00
	Storage Stall (May not be connecting)	\$100.00		Storage Stall (May not be connecting)	\$100.00
BARN ROW (Trailers & Oversized Vehicles Only)					
QTY	SIZE/LOCATION	PRICE			
	Up to 25' Long**	\$550.00			
	26' to 40' Long**	\$880.00			

ADDITIONAL SERVICES

ELECTRICAL SERVICE - Single Phase			
QTY	120 VOLT POWER	PRICE (Pre-show)	PRICE (At Show)
	100 - 500 WATTS / 5 AMPS	\$25.00	\$25.00
	500 - 1000 WATTS / 10 AMPS	\$35.00	\$35.00
	1000 - 1500 WATTS / 15 AMPS	\$45.00	\$45.00
	1500 - 2000 WATTS 20 AMPS	\$55.00	\$55.00

Standard Wall Outlets = 120 Volt Power Power is indicated on Product Rating Stamp To figure total Wattage per Product. Ex: (10) 100 Watt Lights=1,000 Watt Service

NOTE: Electrical Rates cover reasonable access to electrical outlets & do not include connection of equipment or special wiring.

ELECTRICAL SERVICE - Trailers & Large Displays			
QTY	120 VOLT POWER	PRICE (Pre-Show)	PRICE (At Show)
	110 Volt / 20 AMPS	\$60.00	\$60.00
	110 Volt / 30 AMPS	\$65.00	\$65.00
	220 Volt / 50 AMPS	\$75.00	\$75.00
	208 Volt Power or Higher	<i>This requires an electrician. Contact the Trade Show Manager for a price quote.</i>	

NOTE: Electricity is NOT included in Trailer Display Space Rental Pricing.

STALL DIVIDER REMOVAL SERVICE - Super Barn & Barn 3 Locations Only					
QTY	BETWEEN STALL #	& STALL #	PRICE (Pre-Show)	PRICE (At Show)	Contact Trade Show Manager with questions
			\$425.00 / \$100 Barn 3	\$500.00 / \$150 Barn 3	

FORKLIFT SERVICE - Billed Hourly						
HOURS	MOVE IN DATE/TIME	HOURS	MOVE OUT DATE/TIME	PRICE (Pre-Show)	PRICE (At Show)	Contact Trade Show Manager with questions
				\$75.00 Hour	\$75.00/Hour	



PRODUCT & SERVICES (Please select any/all that apply)

Apparel	Feed	Motorized Vehicles
Building Services	Feed & Supplements	Personalized Items
Cleaning Services	Footwear	Saddlery
Cowboy Hats	Home Goods	Show Promotion
Equine Medicine Services	Horse Trailers	Stall Mat Rentals
Equine Specialty Products	Jewelry/Accessories	Tack
Equine Transport Services	Leather Goods	OTHER (Please list below)

OTHER PRODUCTS/SERVICES:

BOOTH DISPLAY INFO (New Vendors + Booth Changes for Existing Vendors)

OTHER DISPLAY DESCRIPTION:

PAYMENT OVERVIEW

Booth Space Rental Total	\$	Make checks payable to: NRHA Derby 13181 US Hwy 177 Byars, OK 74831 (Total Payment Due by June 1, 2024. Payable in U.S. Funds Only)
Storage Area Rental Total	\$	
Electrical Services Total	\$	
Stall Divider Removal Total	\$	
Forklift Services Total	\$	
TOTAL	\$	

PAYMENT METHOD - a 3.5% convenience fee will be added to credit card payments

Account#	Expiration Date:	Security Code:
Name on Card:	Billing Address:	

Please charge \$_____ (Total from above) to my card reflecting a full deposit on May 17, 2024. Your initials for approval: _____)

APPLICATION ACCEPTANCE

The undersigned understands and agrees that a vending space is not confirmed until a completed Trade Show Application, deposit and Terms and Conditions form are received by NRHA. Also, agrees to the Terms and Conditions of this contract and shall observe and abide by any additional regulations that are communicated for the safety and betterment of the event.

Signee Name:	Company Name
Signature:	Date:

NOTES:



TERMS & CONDITIONS

Payments: A request for a vendor space must be received by NRHA no later than May 15, 2024. All fees must be paid in full by June 1, 2024. A \$35 fee will be assessed for any payment returned by NRHA Derby's bank for any other reason; replacement payments will only be accepted in the form of a money order, a cashier's check, or cash. The NRHA reserves the right to deny trade show space for any reason, at any time, and return this application rendering any contractual obligations for trade show space null and void. Vendor agrees to pay all fees in United States dollars from a U.S. bank, made payable to the National Reining Horse Association according to the payment schedule outlined in this contract. NRHA reserves the right to cancel this application and resell the assigned space if Vendor fails to pay required space fees by outlined payment schedule deadlines or if a suit is instituted to collect past due amounts. Vendor agrees to pay associated collection costs, reasonable attorney fees, and interest at the maximum prevailing rate resulting from such action.

A signed Trade Show Application is a binding contract and NRHA reserves the right to reject any application or vary an assigned space in the spirit of creating a more effective exhibition; any excess space rental fees will be returned to Vendor. Vendor shall not sublet their assigned space or have materials from companies other than those with whom they have an on-going business relationship.

BOOTH SPACE DETAILS:

Access: Vendor agrees to provide access to their contracted space for NRHA security staff, maintenance staff, and NRHA staff. Vendor further agrees not to enter any other Vendor's contracted space before or after trade show hours without permission of the Vendor whose space is being entered.

Advertising: Promotional tools which are acoustical, other than sound systems, are acceptable when they do not interfere with the event's announcements or infringe on surrounding displays. Vendor agrees to engage in marketing of all products within the confines of their assigned space and only sell or promote products or services approved by NRHA and indicated under the Product & Services Details. Further, Vendor understands that the distribution or posting of marketing materials; such as signage, brochures, pamphlets, etc. is prohibited beyond the confines of their assigned space. The distribution of adhesive stickers or balloons filled with air or helium is prohibited.

Badges: Two badges will be given for each booth.

Booth Services: Any decorating needs such as tables, chairs, carpeting, drayage, telephone, or Wi-Fi must be ordered through the official service provider. Ordering information can be accessed via NRHADerby.com

Display Installation: All Vendors will be notified of assigned move-in and move-out times. All exhibits must be in place by 8:00 am on Friday, June 14, 2024 or your space will be forfeited without any refund and NRHA shall have the right to utilize such space in any manner. Displays must adhere to any government, Fire Marshall and facility regulations and requirements.

Display Removal: No part of a display will be allowed to be dismantled, packed, or leave the trade show areas prior to the conclusion of the final class on Sunday, June 23. Any Vendor who violates this rule may, at the sole discretion of NRHA, not be invited to participate in future events. All Vendors must be vacated on Sunday, June 23 by 6:00 pm. Vendors are responsible for leaving the space in its original condition; any damage occurring to facility from the erecting, existence or dismantling of a display will be the liability of the Vendor.

Electrical Service: Vendors requiring electrical service must complete the Electrical Services order form and return it to NRHA along with payment.

Fire Regulations: Vendors will abide by all State, County, and venue fire regulations. All decorative materials must be flame retardant, no flammable gases, open flames, tents, or tarps are permitted. Vendors in the Barn areas must strictly adhere to



these regulations; red rosin construction grade paper and cheesecloth are the only acceptable items used to cover stalls and no two continuous stalls can be covered. Indoor vehicle/trailer displays must have at least one battery cable disconnected, fuel tank openings shall be sealed and tanks shall be less than 1/8 full. Presentation: Each booth display must be consistent with the size of the assigned space and may be up to 8' in height at the back. Vendors may not, without consent from NRHA at the time of contracting the vending space, construct high side walls or display merchandise in such a way that obstructs the view of adjacent display spaces. All aisles and building exists must be kept free of product, displays, etc., at all times. Any displays with unattractive or unfinished portions exposed, including at the rear or sides, must be acceptably covered at the Vendor's expense to the satisfaction of NRHA. Assigned space must provide enough room for Vendor personnel.

Shipments: All shipments must be arranged through the official event decorator. Neither the facility nor NRHA can accept, or be responsible for, shipments. Shipments must be clearly addressed to your company name (as indicated on the Vendor Application), along with a cell phone number.

- **Pre-Show Shipments:** Shipments to be received prior to the show should be coordinated with the Trade Show Manager.
- **During Show Shipments:** Shipments received June 11 - 22 should be shipped via UPS and FedEx to the Jim Norick Arena, <Your Name> c/o NRHA Derby, 333 Gordon Cooper Blvd., Oklahoma City, OK 73107. USPS does not deliver to the Coliseum and should be avoided in order to receive packages in a timely manner. Shipments must be clearly addressed to your company name (as indicated on the Application), along with a cell phone number.

Signage: Signs must be professionally made (handwritten signs are not acceptable) and fit within booth dimensions without blocking the view of any other display. Aerial signage is permitted above assigned space, but may not be hung from any building pipes and must be in compliance with all fire code and facility regulations. Signs may be hung from the back drape of the booth as long as the method used does not damage booth draping material, if utilized.

Use: Booths must be staffed during trade show hours. Vendor is responsible for the conduct of their personnel. In the event NRHA deems Vendor's personnel offensive, NRHA reserves the right to dismiss them from the event venue for the duration of the event. Only merchandise approved on the Product & Services Detail Form may be displayed.

Vendor Services: Information on service providers will be made available. Vendors are responsible for providing or arranging all necessary labor for transporting, uncrating, erecting, dismantling and re-crating of displays and hanging of aerial signage. Arrangements can be made with the designated Service Provider, and Labor Forms are available at NRHADerby.com. Vendor agrees to abide by and comply with the regulations and policies of official service providers; service providers are not the agents or employees of NRHA.

CANCELLATIONS AND REFUNDS:

Contract by Vendor: A vendor requesting to cancel their contracted space must submit a written notification to NRHA by May 16, 2024. If a written request is received by the deadline a refund will be returned to Vendor. A \$100 administrative fee for expenses incurred may be, at the discretion of NRHA, deducted from the refund. Cancellations received after May 16, 2024, shall forfeit all monies paid. Vendor forfeits all rights to assigned space by cancellation.

Contract by NRHA: If Vendor fails to make payments as specified by this contract, NRHA may terminate said contract and Vendor's participation in the Event without further notice or obligation to refund monies previously paid.

Event by NRHA: If NRHA cancels the Event resulting from circumstances beyond reasonable control of NRHA, NRHA shall refund Vendor its space payment, and the Vendor shall waive any claims for damages or compensation.

Removal of Vendor by NRHA: Should any Vendor fail to observe any of the terms of this application, any of the Rules & Regulations set forth by NRHA, or any state or federal law, NRHA reserves the right to prohibit or remove any Vendor and or



prevent Vendor from further rights and forfeiture of vending space rental. NRHA shall not be liable for any costs, damages or expenses resulting directly or indirectly from such removal. Additionally Vendor will not be entitled to a refund of monies paid to NRHA.

INDEMNITY: Vendor agrees to indemnify, hold harmless and defend Releases from any liability from all third party claims, demands, causes or action, suits, proceedings (whether civil, criminal, administrative, or investigative), judgments, liabilities, costs based upon (1) Vendor's installation, removal, maintenance, occupancy or use of the trade show area; and/or (2) Vendor's failure to comply with the Terms & Conditions of this Agreement and/or the terms of the agreement between NRHA and the State Fair Park regarding the trade show area; and/or (3) Vendor's violation of any national, state or local law or ordinance regarding Vendor's occupancy or use of the trade show area. This indemnity shall include all usual and customary expenses incurred in defense of or response to the action, suit, or proceeding including, attorneys' fees, costs, judgments, fines, and amounts paid in settlement that are reasonably incurred by such person in connection with such action, suit, or proceeding. The indemnification provided herein shall inure to the benefit of the Releases and their successors, heirs, executors or administrators, and shall not be exclusive of any other rights to which the Releases may be entitled by virtue of the laws of the State of Oklahoma.

INSURANCE: All VENDORS must have \$1,000,000 liability insurance coverage with the National Reining Horse Association, OKC Fairgrounds, the City of Oklahoma City, and the City of Oklahoma City Public Property Authority listed as additional insured. Please include a copy with your application or have your agent send one to the NRHA Events office with your vendor application.

WAIVER AND RELEASE LIABILITY: Vendor hereby releases, discharges and agrees not to sue NRHA, NRHA Corporate Partners, the State Fair Park and their respective officers, directors, employees, agents, members, and volunteers (each considered a release) from all liability, claims, demands, losses, or damages arising as to injuring, death, damage or theft to vendor, vendor's employees, agents, representatives, guests, or property as a result of vendor's installation, removal, maintenance, occupancy, or use of the trade show area, or a part thereof, or caused or alleged to be caused in whole or in part by the negligence of the releases or otherwise. Vendor shall maintain insurance at vendor's own expense to cover such losses.

TAXES: All vendors must provide their Oklahoma Sales Tax permit number or company EIN number on this application. If you do not provide this information to the NRHA as requested, state law requires you to remit your sales tax and tourism levy to the Oklahoma Tax Commission within 15 days following the event (check payable to Oklahoma Tax Commission).

TRADEMARKS / COPYRIGHTS: NRHA has the sole and exclusive right to produce or sell products bearing its logo and show names and only its designated licensees may distribute such products. NRHA trademark policy:

Usage of the NRHA sliding horse logo in combination with the name "National Reining Horse Association" is prohibited, usage of the NRHA sliding horse logo in combination with the letters "NRHA" is prohibited, usage of the sliding horse logo with any abbreviation for "National Reining Horse Association" is prohibited, usage of the name "National Reining Horse Association," "NRHA", or any abbreviation for "National Reining Horse Association" is prohibited, and the usage of the show name, "2024 NRHA Derby", in its entirety or in parts is prohibited.

Please note that custom orders will not be allowed with the use of any of the above restrictions. NRHA will adhere to a strict policy of preventing violations. Any person or vendor not adhering to the policy may be asked to leave the show and future show participation will be discontinued. Please adhere to the policy.

MISCELLANEOUS:

AMERICANS WITH DISABILITY ACT (ADA): Vendor agrees to make available the goods and services offered to all attendees including those with disabilities.

CONSUMER COMPLAINTS: Any complaints received by consumers will be discussed with Vendor, kept on file, and may have an



impact on Vendor's participation in future events.

DISCRIMINATION: Vendor agrees not to discriminate against any person on the basis of race, color, creed, national origin, ancestry, age, sex, sexual orientation, gender, marital status, height, weight, disability, and disease.

DONATIONS AND CONTRIBUTIONS: Donations or contributions may not be requested, solicited or accepted at NRHA without the prior written approval of NRHA Management.

FOOD: The sale or distribution of food, food samples, alcohol, tobacco products, or beverages is prohibited. Any Vendor who violates this rule may be subject to a penalty dictated by the Venue.

PARKING: Parking is only permitted in designated parking areas. Trade Show Vendors will not be invited to future NRHA events if there are parking problems reported, such as parking in areas marked no parking or noncompliance if asked to move a vehicle. Parking Permits are not available for purchase.

PETS: NRHA and the State Fair Park's insurance coverage strictly prohibit pets and live animals, other than service animals, in the Coliseum without written consent of NRHA Management. Pets in other areas of the facility must be on a leash or restrained.

PRIZE DRAWINGS: All drawings must be pre-approved in writing by NRHA Management and must be conducted in accordance with applicable state and local laws. NRHA will not permit live animals to be used as prizes and winners need not be present to win.

SECURITY: Night Watchmen will be on-site during non-trade show hours. Neither NRHA nor the State Fair Park will be responsible for losses or the security and protection of property and merchandise belonging to Vendors anywhere on the venue.

All matters not covered in these Terms and Conditions of this Trade Show Application are subject to the decision of NRHA Management and must be accepted as final in any disagreement between Vendors or in the decision to remove from the event any Vendor or Vendor's representative.

TERMS & CONDITIONS ACCEPTANCE

The undersigned understands and agrees that a vending space is not confirmed until a completed Trade Show Application, deposit and Terms and Conditions forms are received by NRHA. Also, agrees to the Terms and Conditions of this contract and shall observe and abide by any additional regulations that are communicated for the safety and betterment of the event.

Signee Name:	Company Name:
Signature:	Date:

NOTES:
