Dear Trade Show Vendor:

Thank you for your interest in vendor space for the 2013 NRHA Derby Marketplace. I am pleased to have had the opportunity to work with many of you in the past and look forward to developing new relationships in the future as the NRHA Trade Show Manager.

We are accepting applications to request vendor space for the upcoming event. To apply for a space, you must complete and return the following items by April 15, 2013:

- Trade Show Application
- Signed Terms & Conditions
- Product & Booth Space Details Form
- A deposit in the amount of 50% of your requested vendor space fees
- A Certificate of Insurance naming NRHA as additional insured

We will notify vendors whether their application has been accepted and of their space assignment by May 1, 2013.

Vendors who have been selected to participate in the trade show will have until May 15, 2013 to submit their balance in full to avoid a late fee of 15%. NRHA reserves the right to cancel an application and resell an assigned space if a vendor fails to pay the required vendor space fees outlined by the payment schedule deadlines.

Standard booth spaces will be draped, include an identification sign, a listing in the event program, and complimentary badges. Outdoor space(s) will receive badges, but do not receive signage or draping. Any decorating needs such as tables, chairs, carpeting, drayage, telephone, or Wi-Fi must be ordered through the official service provider.

To gain additional marketing exposure for your company NRHA offers a number of sponsorship packages. If you are interested in discussing how you would benefit from these opportunities, please do not hesitate to contact me.

Thank you again for your interest in becoming a vendor at the 2013 NRHA Derby. Feel free to contact me at 405.946.7400 Ext 120 if you need additional information. I look forward to seeing you in OKC!

Sincerely,

Terri L. Sharp
Trade Show Manager
405.946.7400 Ext 120
TradeShow@NRHA.com
**Trade Show Application**

**VENDOR**

- **Company Name:**
- **Contact Name:**
- **Title:**
- **Street Address:**
- **City:**
- **State:**
- **Zip:**
- **Business Phone:**
- **Cell Phone:**
- **Oklahoma Sales Tax Permit:**
- **Email:**

**Company Name to be Published:**

**Products / Services Sold:** Vendors must a return the Product & Booth Space Details Form

**Hours to Set Display:**

**SPACE RENTAL INFORMATION**

<table>
<thead>
<tr>
<th>Location</th>
<th>Qty.</th>
<th>Fee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coliseum Concourse</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Square Footage</td>
<td></td>
<td>$4.50</td>
<td>$</td>
</tr>
<tr>
<td>Additional Corner Fee</td>
<td></td>
<td>$50.00</td>
<td>$</td>
</tr>
<tr>
<td>Super Barn</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Square Footage</td>
<td></td>
<td>$3.25</td>
<td>$</td>
</tr>
<tr>
<td>Additional Corner Fee</td>
<td></td>
<td>$50.00</td>
<td>$</td>
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<tr>
<td>Barn 3</td>
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</tr>
<tr>
<td>Square Footage</td>
<td></td>
<td>$3.00</td>
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<tr>
<td>Additional Corner Fee</td>
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<td>$50.00</td>
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<tr>
<td>Outdoor Trailer Display</td>
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<td>Per Display Trailer</td>
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<td>$100.00</td>
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<tr>
<td>Outdoor Display</td>
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<tr>
<td>Square Footage</td>
<td></td>
<td>$3.00</td>
<td>$</td>
</tr>
</tbody>
</table>

**Other as Assigned by Show Management**

**Total** $ 

<p>| Total Fee: |          |
| Payment Record |</p>
<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Check / Credit Card</th>
<th>Amount</th>
<th>Balance Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>50% Deposit</td>
<td>Due by 4/15/13</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Balance</td>
<td>Due by 5/15/13</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

**Oklahoma Sales Tax Permit**

All vendors must provide their Oklahoma Sales Tax permit on this application. If you do not provide this information as requested to the NRHA, state law requires you to remit your sales tax and tourism levy to the NRHA at the event (check payable to Oklahoma Tax Commission).

**Certificate of Insurance**

All vendors must submit a Certificate of Insurance naming the National Reining Horse Association as additional insured with a minimum general liability limit of one million dollars ($1,000,000) for the period of the event including move-in and move-out days. Please email your certificate to TradeShow@NRHA.com.

**PAYMENT**

- **Select Method:** ☐ Check Enclosed ☐ American Express ☐ MasterCard ☐ Visa ☐ Discover
- **Account #:**
- **Expiration Date:**
- **Security Code:**
- **Name on Card:**
- **Billing Address:**
- **Please charge $** to my card reflecting a 50% deposit and the balance on 5/15/13. Your initials for approval:

**Acceptance**

The undersigned understands and agrees that a vending space is not confirmed until a completed Trade Show Application, deposit, Terms and Conditions, and Product & Booth Space Details form is 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.

Signed this __________________ day of __________________________, 20__________

By: __________________________

For: __________________________

**ACCOUNTING**

- **Space(s):**
- **Date:**
- **Total Fee:**

Received by the National Reining Horse Association:

Date: __________________

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Please return signed copy and deposit to NRHA

By mail: 3000 NW 10th Street, Oklahoma City, OK 73107  By email: TradeShow@NRHA.com

For more information or if you have any questions please contact

Trade Show Manager Terri L. Sharp at 405.946.7400 Ext 120 or TradeShow@NRHA.com

© 2013 NRHA
TERMS AND CONDITIONS

BOOTH SPACE:
Assignment: Vendors will be notified whether their application has been accepted and of their assignment by May 1, 2013. Assignments made by NRHA are final and made only for the period of the Event. 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 paid 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.

Payments: To request a vendor space a 50% deposit must be received by NRHA no later than April 15, 2013. Any vendor not assigned a space will receive a full refund, representing their deposit received, after May 1, 2013. All fees must be paid in full by May 15, 2013. Vendor agrees to pay a late fee in the amount of 15% on any unpaid balance after May 15, 2013. A $35 fee will be assessed for any payment returned by NRHA’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, court costs, reasonable attorney fees, and interest at the maximum prevailing rate resulting from such an action.

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 on their Product & Services Details form. Further, Vendor understands that the distribution or posting of marketing materials; such as 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.

Amenities: Coliseum Concours spaces will be draped with an 8’ high back drape and 3’ high side drapes and will extend forward approximately 10’ or less to accommodate narrow areas, include an identification sign, a listing in the event program, and complimentary badges dictated by the size of the booth. Barn space(s) will receive a back drape, sign, and badges. Outdoor space(s) will receive badges but do not receive signage or draping.

Badges: NRHA will provide each Vendor with a prescribed number of badges Personnel without badges will be required to purchase badges or general admission tickets to gain access to the event. Lost or forgotten Vendor badges will not be replaced.

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 will be provided by NRHA.

Display Installation: All Vendors will be notified of assigned move-in and move-out times. If installation of Vendor’s assigned space is not completed by 6:00pm on June 21st the 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 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 Saturday June 29th. 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 30th, by noon. 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.

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.

Presentation: Each booth display must be consistent with to 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 exits 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. If you use another carrier you must be present to sign and accept delivery.

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.

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 Details form may be displayed and must have an equine or canine theme.

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-creating of displays and hanging of aerial signage. 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 1, 2013. If a written request is received by the deadline a full refund, less a $100 administrative fee for expenses incurred, will be returned to Vendor. Cancellations received after May 1, 2013, shall forfeit all monies paid. Vendor forfeits all rights to assigned space by cancellation.
CANCELLATIONS AND REFUNDS Cont.:  
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. Any Vendor who cancels this contract prior to any cancellation of the Event by NRHA shall not be entitled to any refunds. 

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 moneys paid to NRHA. 

CERTIFICATE OF INSURANCE: All property of a Vendor is to remain in the Vendor’s care, custody and control while within the confines of the NRHA venue. Vendor shall be responsible, at its own cost an expense, for insuring Vendors’ personal property. Vendor will provide NRHA with a Certificate of Insurance, naming NRHA as additional insured, to include (a) statutory Workers’ Compensation Insurance with Employers Liability as required by State law for all employees of Vendor and (b) Commercial General Liability Insurance for Bodily Injury, Property Damage and Products Completed Operations in an amount not less than $1,000,000 per occurrence and $2,000,000 Annual Aggregate for the period of the event including move-in and move-out days. 

RELEASE FROM LIABILITY: Vendor agrees that NRHA, the State Fair Park, nor any of their officers or employees shall be held liable for any damage, loss, harm, or injury to the Vendor or Vendor's officers or employees resulting from accident, or any other cause. Vendor also agrees to indemnify, defend, protect, and hold harmless NRHA, the State Fair Park officers and employees from any claims resulting from injury, or damage to any property caused by any act of neglect of Vendor or Vendor's employees which occurs in or about the Event venue. Vendor agrees to use and occupy the Assigned Space at Vendor's own risk and releases NRHA from all claims to persons or property occurring in or about the Event venue. 

TAXES: All vendors must provide their Oklahoma Sales Tax permit on this application. If you do not provide this information as requested to the NRHA, state law requires you to remit your sales tax and tourism levy to the NRHA at 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 
- Usage of the show name, “2013 NRHA Derby and Show”, 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. In the past, custom orders had been allowed, but this practice has now been discontinued. 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. 

PETS: No pets or live animals other than service animals, permitted in the arena, 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: NRHA will provide security for displays in the concourse area during non-trade show hours. Displays in the Barn areas will need to make individual arrangements for this service. Neither NRHA nor the State Fair Park will be responsible for losses or the security and protection of property and merchandise belonging Vendor's 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.
Vendors must complete this Product & Booth Space Details Form. Products and services are subject to approval by NRHA to ensure the most comprehensive product selection within the trade show.

| Company Name: __________________________ | Date: __________ |
| Contact Person: _______________________ | Phone: __________ |

**PRODUCTS & SERVICES**

Please list the products or services you would like to market in your booth space:

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**BOOTH DISPLAY**

Please describe your booth space display:

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**Guidelines for booth displays:**

All display configurations and heights must conform to industry standards as outline in IAEE Guidelines for Display Rules and Regulations (www.iaee.com). **Any displays exceeding these standards must receive prior approval from NRHA.**

All booths are to be arranged so that the back area displays do not exceed 8’ in height and the side area displays do not exceed 3’ in height, the first 5’ from the aisle, to allow visibility from the adjoining booths in both directions of the aisle.

All booths must be in accordance with the Fire Marshal regulations; all decorative materials must be fire retardant or treated with a fire retardant chemical. Tents, umbrellas, tarps, roofs or any overhead coverings are prohibited inside buildings.

All booths and products are to be in good taste and in accordance with the Terms and Conditions of the Trade Show Application and the approved products listed on this Product & Services Details Form.

Please return signed copy and deposit to NRHA

**By mail:** 3000 NW 10th Street, Oklahoma City, OK 73107  **By email:** TradeShow@NRHA.com

For more information or if you have any questions please contact Trade Show Manager Terri L. Sharp at 405.946.7400 Ext 120 or TradeShow@NRHA.com

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