

October 28, 2016



Illinois Horse Fair 2017 Vendor Information Package Revised 10/28/16!

The closure of the Illinois State Fairgrounds Coliseum due to structural deficiencies impacts Illinois Horse Fair 2017. As a result, the IHF2017 Committee has reevaluated the Fairgrounds Building Use. The coliseum will be under renovation in March 2017, and we feel the Expo Building is too far from IHF2017 venues to benefit vendors. As a result, we are going "Old School" and returning vendors to Building 18 Aisles F-H, Building 110 Annex, and the Lower Livestock Center. We feel this change will positively impact our Vendors:

- This fairgrounds "footprint" provides a more integrated fair experience. Our vendors will be embedded with our equestrians, with potential for heavy foot traffic in all venues.
- Improved signage will clearly direct visitors to All Exhibit and Food Vendors.
- Livestock Center Ring Entertainment 10-12 hrs./day; Vendors just a few steps away!
- We are planning "Vendor Happy Hour" leading up to Livestock Ring evening entertainment.
- We are "doubling down" on efforts to bring in outstanding lecturers.
- Seminar Lectures are in the Lower Livestock Center, and visitors must travel through Vendors to reach the Lecture Halls.
- Hands-On Demos will be schedule in Annex/ Building 110 and Barn 18, again improving traffic for vendors
- Sunday, March 5, 2017 is "Youth Celebration Day" with reduced youth admission, engaging a new generation in equestrian sports.
- To keep it fair and simple, we have priced booths uniformly per square foot over all venues, and in line with previously issued 2017 pricing.
- We have refined bulk space pricing to make it more attractive for those who wish to economically expand their space.
- We have had great feedback regarding our national and world class clinicians
- Barns 14 and Barn 18 Aisles Full of Horses, with Riding Clinics active in Arena Barn 13.

We are thrilled so many have already committed to participating in IHF2017, and "Thank You" for your support. We have begun to reach out to relocate committed Expo vendors, and will reach out to vendors in the order their applications were received for booth selection. For those submitting an application, clearly rank your preferred venue and booth in order #1 - #3. Please check the listing for premium booth spacing, and include the fee as appropriate.

The IHF2017 Committee has quickly worked to adjust to this unexpected change, and we thank you in advance for your flexibility and understanding. If you have a questions, please feel free to reach out. The IHF2017 remains energized and excited and we look forward to hearing from you!

Illinois Horse Fair

Illinois's Largest All-Breed Horse Exposition

Sally Rush
Event Manager

Illinois Horse Fair 2017

ihf@horsemencouncil.org

V: 217/689-4224, ext. 107



ILLINOIS HORSE FAIR VENDOR/EXHIBITOR RULES AND REGULATIONS

By completing the Exhibitor Contract for Space Rental you agree to abide by all rules and regulations governing the participation in the Illinois Horse Fair.

DEFINITIONS:

COMMERCIAL: Shall apply to all parties providing a product, service or stallion for commercial benefit.

NON-PROFIT: Shall apply to all IRS designated non-profit organizations promoting particular equine activities.

BREED ASSOCIATION/REGISTRY: Shall apply to all recognized Associations/Registries responsible for registry of a specific breed. Proof of authorization shall be provided.

FOR SALE: Shall apply to all parties purchasing stall space for the purpose of selling a horse.

ADMISSION: The Illinois Horse Fair (IHF) management reserves the right to refuse admission to any person(s) in the interest of safety and welfare of said persons, the general public, exhibitors or animals.

ELIGIBILITY: The IHF reserves the right to determine the eligibility of any product for display. Commercial exhibitors/vendors (Exhibitors) must list their participating company as "Exhibitor" for the record. All exhibits must conform within the bound of good taste. IHF management may refuse any exhibit, item or displays.

Exhibitor Show Hours: **Friday: 11:00 a.m. – 7:00 p.m.**
Saturday: 9:00 a.m. – 7:00 p.m.
Sunday: 9:00 a.m. – 5:00 p.m.

- All set up and tear down schedules are assigned by IHF management and will be strictly enforced.
- Exhibitors must not dismantle displays, assemble packing materials or tear down on Sunday prior to close of Fair.
- No vehicles are allowed within the secured area (or any so identified areas) during IHF hours.
- Exhibitor parking is in designated areas only and will be enforced. Violators shall be subject to immediate towing.

EXHIBITOR PASSES provided per the following schedule: 100 sf -2, 225 sf - 4, 300 sf - 5, 400 sf & up - 6.

PAYMENTS: All charges for exhibit space must be paid in full in US funds on or before January 15 (all late fees must be paid for registrations or payments submitted after that date). **Failure to pay in full by February 14 can result in loss of booth space to wait listed vendors.** IHF management, sponsors, their agents or representatives for this event do not and cannot guarantee any financial benefit or gain to exhibitors or exhibiting organization, nor guarantee attendance for same.

CANCELLATIONS/REFUNDS: If any event or circumstance not caused by IHF prevents an Exhibitor from setting up or staffing an exhibit for any or all of the show period, the contractual responsibility between Exhibitor and IHF shall be considered to be satisfied with no refund due Exhibitor.

PUBLICITY: In consideration for participation, the undersigned hereby grants IHF and the Horsemen's Council of Illinois (HCI) the right to use their name and/or likeness and that of its employees and agents involved in the Fair, using video and/or audio and/or photographs in any association with HCI or IHF.

INSURANCE: Exhibitors are required to carry fire and liability insurance covering trade shows and fairs which insures their goods and exhibits against damage and loss or personal injury. All insurance certificates must include the following statement – "The Horsemen's Council of Illinois and/or The Illinois Horse Fair and/or The Illinois Department of Agriculture, their officers, employees, agents and directors are additionally insured."

INDEMNIFICATION/HOLD HARMLESS CLAUSE: Exhibitor agrees that if a claim or lawsuit is made against IHF, HCI and/or the Illinois Department of Agriculture, their owners, shareholders, agents and or employees for any damage brought by or allegedly attributable to,

Exhibitor's presence on the premises or Exhibitor's contract for space rental, Exhibitor will pay all attorney's fees and costs incurred by the Illinois Horse Fair and the Horsemen's Council of Illinois.

LIABILITY: Exhibitor shall hold HCI and IHF and it's management, and the Illinois State Fairgrounds and it's management blameless for any injury or damage that may occur to an exhibitor, its employees, agents or property, or for loss as a result of theft, fire, accident or any other causes. Exhibitor shall take precautionary measures of their own, such as securing small or easy portable articles of value and the removal of them to a place of safe keeping after exhibit hours. Any damage to facility property through carelessness or other act of Exhibitor or their employees, agents or invitees must be paid by Exhibitor causing damage.

COMPLIANCE WITH LAWS AND REGULATIONS: Exhibitor agrees to obey all State laws, local ordinances and regulations governing the use of the Illinois State Fairgrounds, to abide by the rules of the State Fire Marshall and State Police, and other public officials whose duties may regulate exhibits. Illinois sales tax will be applicable to the event. For additional information, please visit the following site: www.revenue.state.il.us/individuals/salesandrelated/fairs (This DOES NOT apply to IRS designated non-profit organizations.)

EXHIBIT SPACE ASSIGNMENT: IHF management will assign exhibit space. Exhibitors will agree to accept the location assigned and agree to reassignment if directed by IHF management for the best interest of the show. Sub-leasing of space and/or assignment or transfer of any right, interest or obligation of Exhibitor related to IHF or Exhibitor's exhibit or participation is prohibited and if attempted by any Exhibitor will result in contract becoming null and void unless prior approval has been obtained from management.

BOOTH CONSTRUCTION AND EQUIPMENT: IHF will provide an identification sign and number for each booth space. Each booth will have 8ft back drapes and 3ft side drapes. The back and side drapes may not be removed or moved without IHF approval. No sign, apparatus or construction may extend more than 8ft above the floor. The exhibit may extend 4 ft from the back of the booth space at the 8 ft height, but beyond that point the height must not exceed 3 ft. The exhibitor may drape unsightly structures at their own expense. IHF and HCI strongly recommend only professionally made signs and floor coverings for your exhibit space. Exhibitor shall have a 50 ft grounded extension cord. Live animal sales are prohibited in exhibit space.

EXHIBITS AND APPLIANCES: Exhibits must be contained within the booth space and not obstruct or interfere with neighboring exhibits. No signs, posters etc. may be displayed outside the exhibitor's assigned space. Sound levels on A/V equipment must not exceed normal conversation levels. No damage of any nature may be done to any part of the Illinois State Fairgrounds. An identification sign will be provided for each vendor. A table and 2 chairs will be provided for each booth space.

SAFETY PRECAUTIONS: All decorations must be made of flameproof materials. All packaging containers and materials must be removed from the floor. No propane tanks may be used inside. Strobe lights are prohibited.

VENDOR/EXHIBIT CLEANING: Exhibitors are responsible for keeping their exhibits clean and free from accumulated rubbish and unsafe conditions.

PETS: No animals (except service dogs) will be allowed in exhibition buildings, seminar areas, Coliseum or Livestock Center. Dogs on the grounds in any other areas must be leashed at all times.

CONCESSIONAIRE: Food vendors shall be subject to a daily fee, due directly to the State of Illinois. Please call 217-689-4224, ext107 for the most up to date information.

Contract for Exhibit Space

Illinois Horse Fair March 3-5, 2017

Firm Name		Main Phone	
Contact Name		Alt Phone	
Address		Email	
City		Website	
State, Zip			
Please Describe Product/Service/Association for Promotional Purposes:			

Lower Livestock Center	Total Sq. Ft.	Price	Total	Premium Booth Spaces		Price	Total
7' x 10'	70 ft ²	\$277		115, 215, 315, 415, 515, 200, 300, 400, 500, 600, 601 through 606, 109 through 114		Add \$100/booth	
7' x 20'	140 ft ²	\$553		108, 208, 308, 408, 508, 307, 407, 507, 607		Add \$100/booth	
Booth D	140 ft ²	\$653		Premium Sub-total			
7 x 30'	210 ft ²	\$730		Special Services	#	Price	Total
Booth B	210 ft ²	\$830		Electric Service per Booth		\$50.00	
14' x 20' Booth	280 ft ²	\$868					
Booth A or C	360 ft ²	\$1216					
Indoor Bulk – 800 – 1399 ft ²	_____ ft ²	@ \$3.00/ft ²		Livestock Center Total			
LLC Booth Subtotal							

For further information, feel free to contact Event Manager at Phone: 217/689-4224, Ext 107 or Email: ihf@horsemencouncil.org

Email forms to hci@horsemencouncil.org OR mail both form and payment to: Illinois Horse Fair, PO Box 788, Quincy, IL 62306

Buildings 110	Total Sq. Ft.	Price	Total	Premium Booth Spaces	#	Price	Total
Table Top	NA	\$125		A-B, E-F, I-J		Add \$100/booth	
10 x 8 Booths 1 - 92	80 ft ²	\$316		1-13, 36-37, 60-61, 84-92, 24-25, 48-49, 72-73		Add \$100/booth	
14' x 7' (Booths A-B, E-F, I-J)	98 ft ²	\$390		Premium Sub-total			
20 x 8	160 ft ²	\$632		Special Services	#	Price	Total
20 x 16	320 ft ²	\$992					
40 x 16	640ft ²	\$1984		Electric Service per Booth		\$50.00	
Indoor Bulk – 800 – 1399 ft ²		@ \$3.00/ft ²		Building 110 Total			
Building 110 Booth Subtotal				Premium Booth Spaces	#	Price	Total
Barn 18 and Outdoor Bulk	Total Sq. Ft.	Price	Total	Premium Booths 1, 14, 15, 28, 29, 42		Add \$100/booth	
9 x 10	90 ft ²	\$356		Premium Sub-total			
20 x 9	180 ft ²	\$395		Final Total and Special Services	#	Price	Total
30 x 9	270 ft ²	\$695					
40 x 9	360 ft ²	\$930		Late Entry– After 02/14/17		\$100.00	
Indoor Bulk – 800 – 1399 ft ²	_____ ft ²	@ \$3.00/ft ²		Electric Service per B18 Booth		\$50.00	
Indoor Bulk – 1400 – 1799 ft ²	_____ ft ²	@ \$2.50/ ft ²		Extra Vendor Passes (ea.) **		\$13.00	
Indoor Bulk - Over 1800 ft ²	_____ ft ²	@ \$2.25/ ft ²		Barn 18 and Outdoor Bulk Total			
Outdoor (200/sf min.)	_____ ft ²	@ \$1.25/ ft ²		Total for All Vendor Locations			
Outdoor Bulk (min. 2000 sf)	_____ ft ²	@\$1.00/ ft ²		Credit Card Processing Fee		5% Total	
B18 and Outdoor Bulk Subtotal				GRAND TOTAL			

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Preferred Exhibit Location Building _____
 Booth Numbers _____ #1 _____ #2 _____ #3

- See rules for included passes with space reservations
- ** Applies to locations in entry gallery, end of rows, corner booths, ect. – if in doubt, ask!

PAYMENT METHOD:

Check or money order accepted. Credit/Debit Accepted with 5% Processing Fee.
 \$25 fee for returned checks.

I wish to pay a 50% deposit by Check/Money Order (balance due 1/15/2017) \$ _____
 I wish to pay in full by Check/Money Order \$ _____
 I wish to pay minimum 50% deposit a Credit/Debit Card \$ _____
 (Deposit includes %5 Processing Fee, All Info Requested Below is Required)

Card Type _____

Cardholder Name: _____ (Please Print)

Cardholders Address: _____

City, State, Zip _____

_____ Exp. ____/____

3-digit Code _____ (Card Information may also be confidentially provided by calling
 217.689.4224, Extension 106)

Cardholder Signature _____ Phone (____) _____ - _____

AGREEMENT: I hereby authorize Horsemen's Council of Illinois/Illinois Horse Fair to reserve space for me. I agree to pay any remaining charges by 1/15/2017. The authorized signature on this contract signifies that I have read and understand the rules and regulations (See Vendor/Exhibitor Rules for additional insurance requirements) set forth by the Horsemen's Council of Illinois/Illinois Horse Fair for participation in this event and agree to abide by the same.

 Exhibitor's Signature Date

[Signature] 10/28/16

 IHF Event Manager Signature Date

Contract for Food Vendor Space Rental – Revised

Illinois Horse Fair March 3-5, 2017

Please Use One Form for Each Space

Firm Name		Main Phone	
Contact Name		Alt Phone	
Address		Email	
City		Website	
State, Zip			
Menu Description for Promotional Purposes:			

Livestock Center Kitchens		Price	Total	Outdoor Space	# SF	Price	Total
Upper Livestock Center Kitchen #1		\$750		Outdoor (200 SF Min)		\$1.25/SF	
Upper Livestock Center Kitchen #2		\$750					
				Additional Charges		Price	Total
Lower Livestock Center Kitchen #1		\$650		Daily Fee of \$25.00 Required By State of Illinois Paid Directly to State		\$0.00	0.00
Booth Space in Lower Livestock Center, Annex 110 or B18	# SF			Late Entry - After February 14, 2017		\$75.00	
Please refer to booth maps for locations and pricing.				Electric Service		\$50.00	
				Extra Vendor Passes *		\$13.00	
				Sub-Total			
				Credit Card Processing Fee		5% of Sub-Total	
Sub-Total							

FOOD VENDOR GRAND TOTAL _____



Preferred Food Vendor Location/Booth #: _____ #1 _____ #2 _____ #3

Note: We will make every effort to accommodate your first space choice. However, IHF reserves the right to relocate vendors.

* See rules for included passes with space reservations

PAYMENT METHOD:

Check or money order accepted. Credit/Debit Accepted with 5% Processing Fee.

\$25 fee for returned checks. Make checks payable to **Illinois Horse Fair**.

I wish to pay a 50% deposit by Check/Money Order (balance due 1/15/2017) \$ _____

I wish to pay in full by Check/Money Order \$ _____

I wish to pay minimum 50% deposit by Credit/Debit Card \$ _____

(Deposit includes %5 Processing Fee, All Info Requested Below is Required)

Card Type _____

Printed Cardholder Name: _____

Print Cardholders Address: _____

Print City, State, Zip _____

_____ - _____ - _____ Exp. ____/____

3-digit Code _____

Cardholder Signature _____

Phone _____

Card Information may also be confidentially provided by calling 217.689.4224, Extension 106

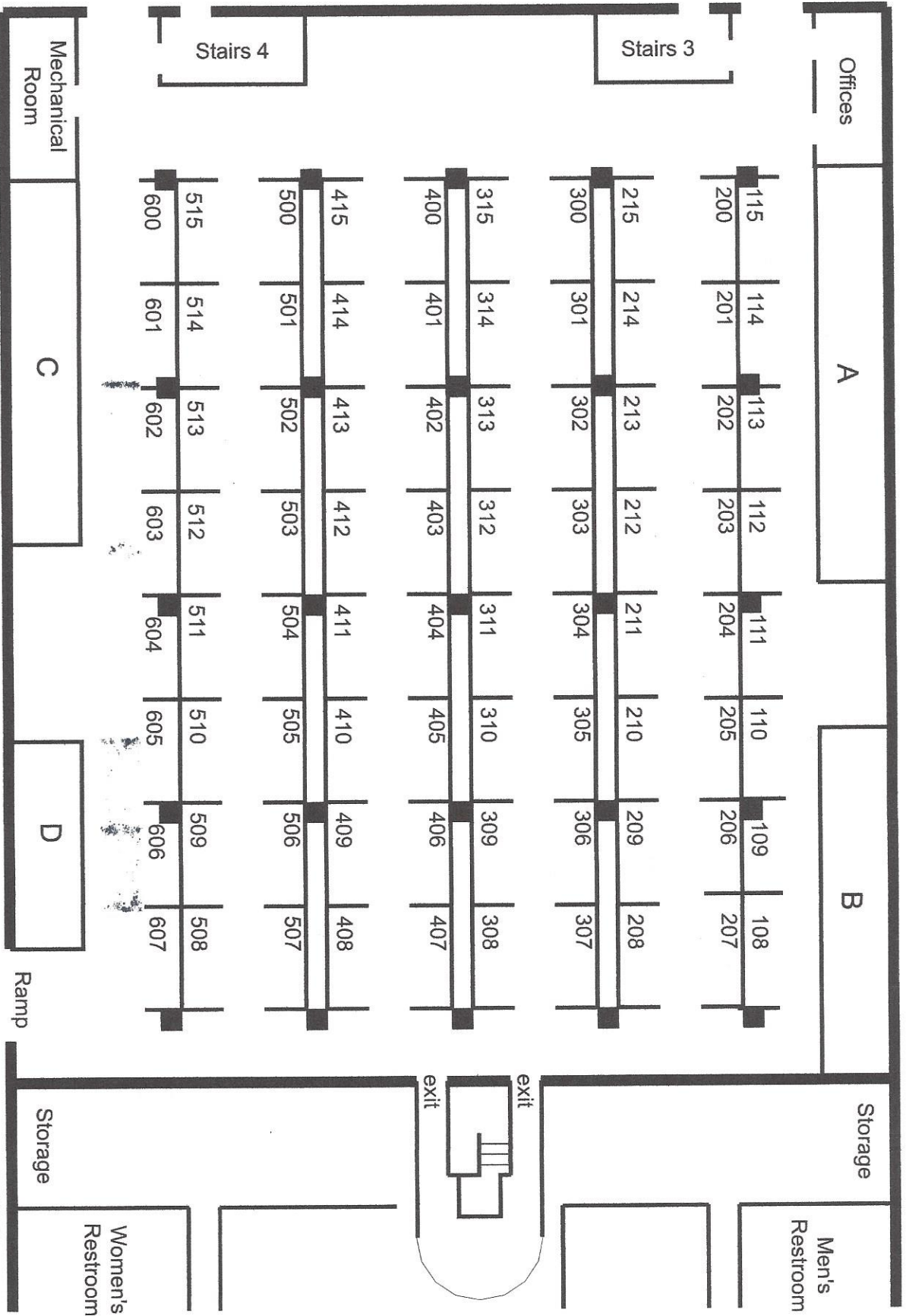
All payments non-refundable. Please read and comply with all Rules/Regulations.

Email forms to HCI@horsementscouncil.org. OR Mail both form and payment to: Illinois Horse Fair, PO Box 788, Quincy, IL 62306

AGREEMENT: I hereby authorize Horsemen's Council of Illinois/Illinois Horse Fair to reserve space for me. I agree to pay any remaining charges by 1-15-2017. The authorized signature on this contract signifies that I have read and understand the rules and regulations (**See Vendor/Exhibitor Rules for additional insurance requirements**) set forth by the Horsemen's Council of Illinois/Illinois Horse Fair for participation in this event and agree to abide by the same.

Exhibitor's Signature Date IHF2017 Event Manager Signature Date

Illinois Horse Fair 2017

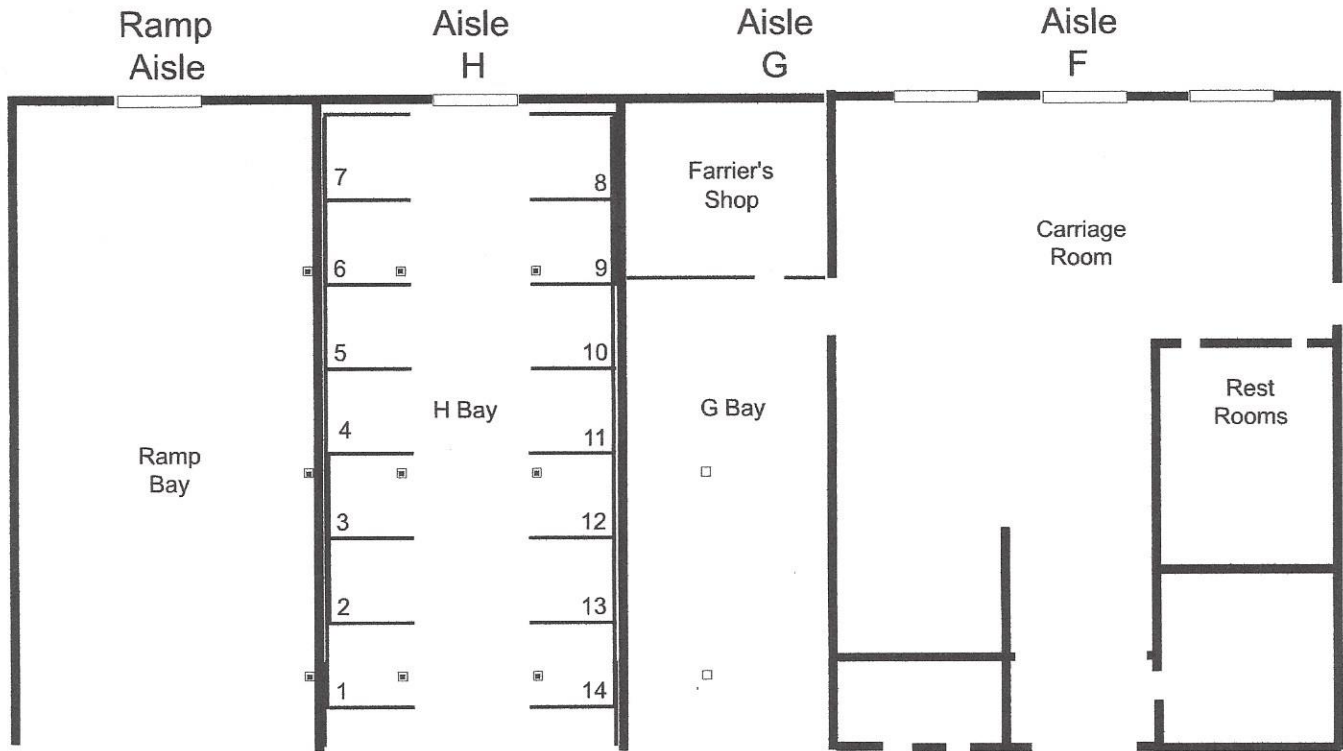


Illinois State
Fairgrounds
Lower Livestock

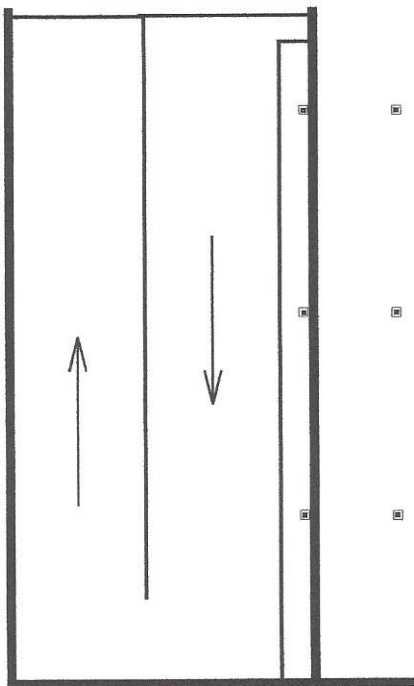
87 - 7' x 10' Booths



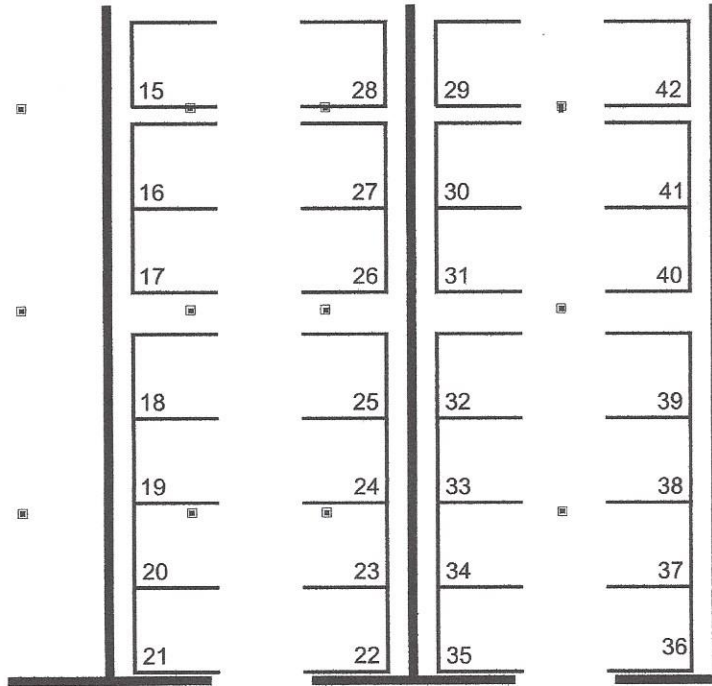
Illinois Horse Fair 2017 Central Avenue - Building 18



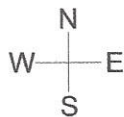
To Livestock Center



To Horse Stalls



**IL STATE
FAIRGROUNDS**
 HORSE BARN 18



**Horse Barn
Display Aisles**

