



2017 Vendor Information

Pennsylvania National Horse Show ♦ October 12 – 21, Harrisburg, PA

ADMINISTRATIVE OFFICE:

720 Limekiln Rd, New Cumberland, PA 17070
www.PAnational.org

SHOW GROUNDS:

Farm Show Complex, 2300 N. Cameron St., Harrisburg, PA
www.PaFarmShowComplex.pa.gov

About

The Pennsylvania National Horse Show is an ideal marketing venue for reaching all facets of the horse industry: owner, trainer, rider and fan! Tagged as “The Horseman’s Show”, this 10-day event attracts sport horse enthusiasts and top talent. Horses, riders and trainers work all year long to qualify for the honor of competing at “Harrisburg.” The Show is known locally for its contributions to the community and globally for its standard of excellence. The Pennsylvania National Horse Show Foundation, a 501(c)(3) organization, hosted the inaugural *PNHS Foundation Therapeutic Riding Championships* in 2016 as well as recognition of a *Therapy Horse of the Year*. Both were greeted with great success.

The Event

Each day of the show is unique with exceptional shopping and special events adding to the experience. With over 70 distinctive vendors, it’s a show in itself! Everything from art, antiques, gifts, clothing, leather goods, jewelry, saddlery, tack and more - all indoors.

The Facility

The State Farm Show Complex is conveniently located near the center of downtown Harrisburg, Pennsylvania, the State Capitol. The facility is 24 acres under roof and the entire event (stabling, schooling rings, competition ring and trade show) takes place indoors. There is more than adequate on-site and off-site parking as well as space for campers.

The Experience

1,400 qualified competitors throughout the 10-day show; 15,000 On-site spectators; 90% from the East Coast; Nearly 1 million Facebook Impressions; 87,000+ Twitter Impressions; 20,000+ Instagram Engagements (2016).

Booth Space

Located on the Upper Concourse of the Main Arena. Booths are a generous 18’ wide by 10’ deep. Prices range from \$700 to \$1500. A deposit of \$500 must accompany your application (see next page).

Booth rentals include:

- Electricity • Back and side Drapes • Free Parking • Daily Vendor Hospitality • Ability to provide insert for Exhibitor Bags • Live Link on PAnational.org • Vendor Thank You Dinner • 10 General Admissions passes to the show.

Additional Booth Info:

- Move-in starting at 12 noon, Wed., Oct. 11th • Booths should remain open from 12 noon to 8 pm daily and later on Grand Prix Saturday (21st) – the largest crowd of the 10-day show • Exhibitor Lounge Wristbands may be purchased for \$100 each • Complete rules at www.PAnational.org under the Shopping tab / Vendor Info.

Furnishings

- You are welcome to bring your own furniture OR rent from General Expo Services • A rental form from General Expo will be posted mid-summer.

Security

- Security guards patrol the grounds at all times; however, they cannot be at all places at all times • The PA National Horse Show is not responsible for theft, damage or loss of product by any vendor.

Accommodations

There are numerous hotels and restaurants within a 5-mile radius of the Farm Show Complex. Be sure to check our website for a list of Official Hotels. On-site Camper Hook-ups are also available at an additional cost.

Additional Opportunities

- A Physical Banner displayed in Lower Link – special rates for Vendors!

Sorry; no dogs or other pets allowed on upper concourse.



2017 Vendor Contract

Pennsylvania National Horse Show ♦ October 12 – 21, Harrisburg, PA
ADMINISTRATIVE OFFICE: 720 Limekiln Rd, New Cumberland, PA 17070

NOTE: Prior year vendors have first priority until April 30th.

Date _____

Company Name (will appear in Official Program if booked before August 15) _____

Address: _____

City: _____ State: _____ Zip Code: _____

Primary Phone: _____ Mobile Phone: _____

Contact Person: _____

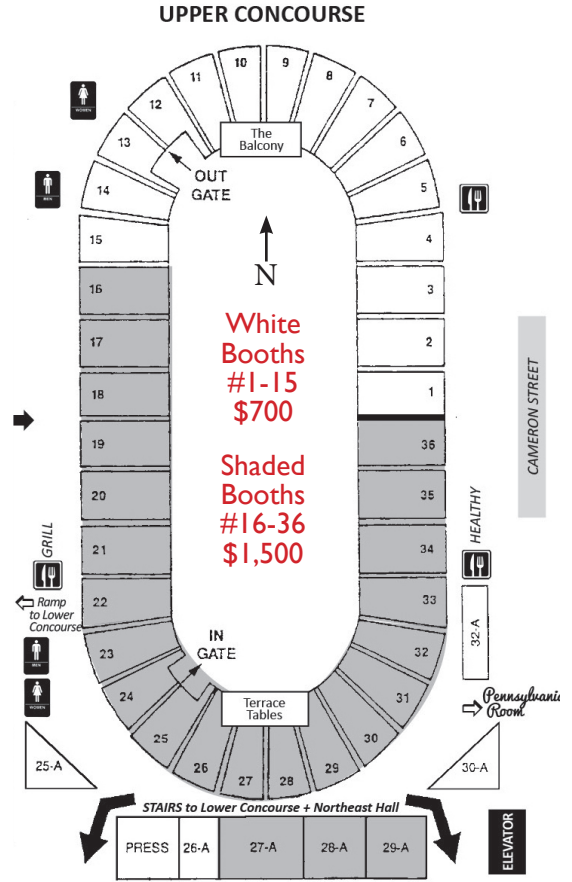
Email: _____

Website: _____

Pennsylvania Sales Tax #: _____

Brief sentence of Products/Services that you will feature:

- Booth rentals include:**
- Electricity • Back and Side Drapes
 - Free Parking
 - Daily Vendor Hospitality
 - Ability to provide insert to Exhibitor Bags
 - Live Link on PAnational.org
 - Vendor Thank You Dinner



- All 2017 contracts must be accompanied by a \$500 deposit with full payment due by Aug. 15, 2017. Cancellation of booth space prior to Aug. 15 will result in the forfeiture of the deposit fee (\$500). Cancellations after Aug. 15 will result in the forfeiture of the entire rental fee.
- Vendors must provide Liability Insurance and by Aug. 15th must have their insurance company send a Certificate of Insurance naming Pennsylvania National Horse Show Association as an additional insured with liabilities totalling \$1,000,000. See #3 of RULES and REGULATIONS.
- Move In: Exhibits may set up on Wednesday, October 11, 2017. See #6 of RULES and REGULATIONS. • No Dogs on Upper Concourse
- Move out may not begin until after the end of the show on Saturday, Oct. 21, 2017 and must be completed by 3 pm on Sunday, Oct. 22, 2017. Grand Prix Saturday the 21st is host to the largest crowd of the 10-day show. We encourage booths to remain open later on Grand Prix Saturday.

I have read the rules and regulations (pg. 3 + 4, attached) and I agree to abide by them.

Name / Signature _____

Booth # _____ Date _____

PLEASE COMPLETE AND RETURN THIS FORM WITH YOUR PAYMENT / DEPOSIT TO:
 PA National Horse Show, 720 Limekiln Rd, New Cumberland, PA 17070 • Office: 717-770-0222 • Fax: 717-770-2048 • email: Shelly@PAnational.org

BOOTH COST			
Returning Vendors have first priority until April 30th.			
Requested Booth #	<input type="text"/>	Booth 1-15	\$700
Requested Booth #	<input type="text"/>	Booth 16-36	\$1,500
		Booth Cost:	<input type="text"/>
		Deposit:	<input type="text"/>
		Final Payment due by Aug. 15th, 2017	<input type="text"/>
		Optional Donation to Vendor Hospitality	<input type="text"/>

Office Use

PAYMENT	
<input type="checkbox"/>	CHECK payable to PA National Horse Show
VISA <input type="checkbox"/>	MASTERCARD <input type="checkbox"/>
DISCOVER <input type="checkbox"/>	
Name on Card	_____
Amount	_____
Card #	_____
Expiration Date	_____
Zip Code associated with Card	_____
Authorized Signature	_____
Date	_____
<input type="checkbox"/>	YES, please take final payment deducted from this card



Pennsylvania National Horse Show Rules and Regulations Governing Vendors

The Pennsylvania National Horse Show Association is hereinafter referred to as PNHS.

- 1) Payment(s) for vendor space must be received by the deadlines listed on the contract. PNHS may cancel this contract, or reassign vendor space, if payment is not received by the deadline.
- 2) Vendors must obtain all required permits, and provide with their current Pennsylvania Sales Tax Number.
- 3) Vendors must have liability insurance and by Aug. 15th. Please have their insurance company send a Certificate of Insurance naming Pennsylvania National Horse Show Association as an additional insured with liabilities totaling \$1,000,000. Fax (717-770-2048) or email (Shelly@PAnational.org).
- 4) Cancellation of booth space prior to August 15 will result in the forfeiture of the deposit fee (\$500). Cancellations after August 15 will result in the forfeiture of the entire rental fee.
- 5) Booths should be open for business from noon until 8 PM daily. Grand Prix Saturday, Oct. 21st is host to the LARGEST crowd of the 10-day show. We encourage booths to remain open through the end of Grand Prix Saturday.
- 6) All rentals are for the duration of the show. Exhibits may be set up after noon on Wednesday, October 11, 2017. Set up must be completed by noon on Saturday, October 14, 2017. Move out may not begin until after the end of the show on Saturday, October 21, 2017. Anyone moving out early will lose their priority on the space. Move out must be complete by noon on Sunday, October 22, 2017. Noisy or unsightly work is strictly prohibited during Show hours.
- 7) **No dogs on the upper concourse.**
- 8) The PNHS reserves the right to assign space with consideration to the past years vendors.
- 9) The PNHS may designate space for any exhibit of interest to the general public or of educational value. All exhibits must be designed, constructed and operated in good taste and in accordance with the best interest of the Show, which the PNHS in its sole discretion, shall have the right to decide. All sales, publicity and promotional activities conducted by vendors of any printed matter, souvenirs, or other articles shall be restricted to the space occupied by the exhibit. The management will prohibit the installation and operation of any exhibits not meeting their approval, and the PNHS in its sole discretion may prohibit the conduct of any activity whatsoever which it deems deleterious and not to the best interest of the show.
- 10) The Vendor agrees to abide by all fire regulations and decisions of the local fire department representative.
- 11) All shipments to the Farm Show Complex are the responsibility of the recipient and neither the Farm Show nor PNHS is liable for any losses or damage. Any costs for shipments are the responsibility of the vendor. **SPECIFIC DATES for shipping must be complied with, as there are shows at the facility immediately prior to PNHS.** See SHIP TO SHOW FORM online (after July 1st) or request via email: Shelly@PAnational.org as show dates move closer.
- 12) Vendors must not in any way endanger public safety or inconvenience other Vendors during show hours. Exhibits must be kept clean.
- 13) No Dogs are allowed on the main (upper) concourse. Dogs are discouraged in all other parts of the Facility. Any dogs on the lower level must be leashed at all times.

- 14) Exhibits must be totally contained within the assigned space. Tents that block the view of adjoining booths are discouraged and may be asked to relocate at the discretion of PNHS staff. No part of the exhibit may extend into the walkway.
- 15) **VENDORS ARE PROHIBITED BY THE FARM SHOW FROM PLACING SIGNS ON ANY WALLS THROUGHOUT THE BUILDING.** Vendors will be billed for any damage to paint or walls from not adhering to this rule.
- 16) Neither the Farm Show Arena nor the PNHS can be held liable for any lost, damaged or stolen items. Insurance if desired by the Vendor must be obtained by them at their own expense. The PNHS assumes no risk: by the acceptance of this agreement, the Vendor expressly releases the PNHS of and from any and all liability for any damage, injury or loss to any persons or goods which may arise from and/or in connection with the rental and occupation of said space by vendor and agree to hold and save the PNHS harmless of any loss or damage by reason thereof. The PNHS assumes no responsibility, whatsoever for any property shipped to or placed in the exhibition area.
- 17) Vendors are prohibited by the PA State Farm Products commission from selling or dispensing in any manner food items, drinks, cigarettes, candy & confections used for human consumption on the premises. Violations of restrictions set forth by the PA State Farm Show Productions Commission may mean a fine from that commission, and/or dismissal from the property.
- 18) Disputes arising from any cause whatsoever, among Vendors, shall be adjusted by the Executive Director whose decision shall be final. The Show management further reserves the right to discontinue any exhibit which may be conducted in violation of the conditions, rules and regulations governing the Show. There will be no refund of rental space.
- 19) Each Vendor space that is paid in full by August 15st will receive ten general admission passes to the show to distribute as they choose. Additional passes may be purchased at the Show.
- 20) Wrist Bands for the Exhibitor Lounge may be purchased through the Show Office at a cost of \$100 each.
- 21) The Vendor hereby agrees to grant the PNHS the right to use photos/video of their exhibit and any other information regarding their participation in the PNHS in PR releases and advertising.
- 22) **Excessive solicitation or harassment of passing spectators, exhibitors or fellow Vendors is strictly prohibited.** Violation of this rule can result in dismissal and forfeiture of the entire rental fee.
- 23) All points not covered here are subject to the decision of the Executive Director.
- 24) The conditions, rules and regulations printed herein are made a part hereof and incorporated herein, and the exhibitor/Vendor agrees to be bound by each and every one of them. The PNHS shall have full power in the matter of interpretation, amendment and enforcement of all said conditions, rules and regulations.
- 25) This statement constitutes the entire understanding between the parties with respect to the subject matter hereof and supersedes any and all prior understanding or agreement in regard thereto. This agreement cannot be altered or modified except by an agreement in writing and the agreement signed by both parties. This agreement shall be governed and by and construed in accordance with the Commonwealth of Pennsylvania.

Questions, please contact the Office at 717 770-0222 or email Shelly@PANational.org

I have read the above rules and regulations and I agree to abide by these rules and regulations.

Name / Signature

Vendor Booth #

Date