

# Art Show at the HORSE SHOW

*Open to All Artists & Mediums*

*Pennsylvania National*  
HORSE SHOW

October 17-20, 2018  
Farm Show Complex  
Harrisburg, PA

## You're Invited

Plan to attend the First Annual Pennsylvania National Horse Show Art Fair - an opportunity to display your work and meet potential clients. You will reach a diverse audience and be a part of a creative and artistic presence for all exhibitors and spectators to enjoy. Booth Space is on the Main Concourse on the final 4 days of the show - October 17 to 20 - at a reduced cost of \$500 - exclusively for the Art Fair vendors. And, the funds you earn from your work are yours to keep - no commissions.

## 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 at the Farm Show Complex in Harrisburg - 24 acres under roof!

## The Experience

1,400 qualified competitors and 15,000 On-site spectators throughout the 10-day show; 90% from the East Coast; Over 1.5 million Facebook Impressions; 129,049 Twitter Impressions; 323,564 Instagram Engagements in 2017.

## Booth Space for Art Show at the Horse Show

Located on the Upper Concourse of the Main Arena. Booths are a generous 18' wide by 10' deep, priced at \$500. \$250 deposit or \$500 payment must accompany your application/contract (see next page).

### Booth rentals include:

- Free Electricity • Free Back and side Drapes • Free Parking • Free Wi-Fi • Daily Vendor Hospitality
- Live Link on PAnational.org • 10 General Admission passes to the show.

### Move In / Move Out:

- Move-in starting at 10 am, Tues., Oct. 16th • Booths should remain open from 12 noon to 8 pm daily and later on Grand Prix Saturday (20th) - the largest crowd of the 10-day show • Move-out at the conclusion of the Grand Prix, Saturday (20th).

## Furnishings

- You are welcome to bring your own furniture OR rent from General Expo Services • A rental form from General Expo for tables, chairs, etc. will be posted mid-summer • Supplemental lighting is strongly encouraged

## Security

- Security guards patrol the grounds at all times; however, they cannot be all places at all times • The PA National Horse Show is not responsible for theft, damage or loss of product by any vendor • Please contact PNHS if you require special arrangements

This is a first come, first serve offer. To learn more about The Horse Show, please visit our website at [www.panational.org](http://www.panational.org).

Sincerely,  
Shelly Mix, Vendor Coordinator



# 2018 Art Fair Booth Contract

Pennsylvania National Horse Show ♦ October 17 – 20, 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

Date \_\_\_\_\_

Name \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Pennsylvania Sales Tax #: \_\_\_\_\_

**Booth rentals include:**

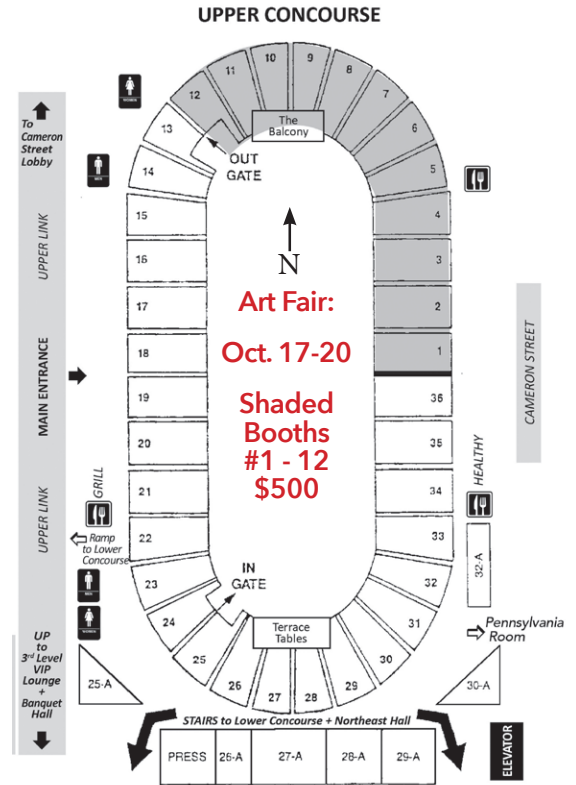
- Electricity • Back & Side Drapes • Free Parking • Free WiFi • Daily Vendor Hospitality
- Live Link on PAnational.org

• All 2018 contracts must be accompanied by a \$250 minimum deposit with full payment due by July 15, 2018. Cancellation of booth space prior to Aug. 15 will result in the forfeiture of the deposit fee. Cancellations after Aug. 15 will result in the forfeiture of the entire rental fee.

• Concessionaires 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.

**MOVE IN:** Tuesday, October 16, 2018

**MOVE OUT:** Saturday, Oct. 20, 2018, at end of the show; must be completed by 3 pm on Sunday, Oct. 21, 2018. NOTE: Grand Prix Saturday the 20th is host to the largest crowd of the 10-day show. **All vendors are required to remain set up until the close of the Show on Grand Prix Saturday: no exceptions.**



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

BOOTH COST	
<i>Booths assigned on first come, first serve basis</i>	
Art Show Booth	\$500 <input type="text"/>
<i>\$250 Deposit -OR- payment in full, postmarked by May 31st Required to Reserve Space</i>	Deposit: <input type="text"/>
	Balance: <input type="text"/>
<b>Final Payment due by July 15th, 2018</b>	<input type="text"/>
Office Use	

PAYMENT	
<input type="checkbox"/> CHECK payable to PA National Horse Show Foundation	
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 Vendor Rules and Regulations

The Pennsylvania National Horse Show Foundation 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 by Aug. 15<sup>th</sup>. Please have your insurance company send a Certificate of Insurance naming Pennsylvania National Horse Show Foundation as an additional insured with liabilities totaling \$1,000,000. Fax (717-770-2048), email ([Shelly@PAnational.org](mailto:Shelly@PAnational.org)) or Mail (see pg. 2).
- 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 are recommended to be open for business from 11 am until 8 pm daily. Grand Prix Saturday, Oct. 20<sup>th</sup> is host to the LARGEST crowd of the 10-day show. **All vendors are required to remain set up until the close of the Show on Grand Prix Saturday: no exceptions.** Early departures are prohibited and could result in a reassignment of booth placement privileges in subsequent years.
- 6) All rentals are for the duration of the show. Exhibits may be set up after noon on Wednesday, October 10, 2018. Set up must be completed by noon on Saturday, October 13, 2018. Move out may not begin until after the end of the show on Saturday, October 20, 2018. Anyone moving out early will lose their priority on the space. Move out must be complete by noon on Sunday, October 21, 2018. Noisy or unsightly work is strictly prohibited during Show hours.
- 7) **No dogs allowed 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 1<sup>st</sup>) or request via email: [Shelly@PAnational.org](mailto: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 the restrictions set forth by the PA State Farm Show Productions Commission may result in 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 July 15<sup>st</sup> will receive ten general admission passes to the show to distribute as they choose. Additional passes may be purchased at the Show.
- 20) Exhibitor Lounge access is by Wristband only. Vendors may purchase Wristbands at an additional cost; details to follow.
- 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 at the PNHS in social media, press 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 PA.

Questions, please contact the Office at 717 770-0222 or email [Shelly@PAnational.org](mailto:Shelly@PAnational.org)

**Admin Office Mailing Address:** PNHS, 720 Limekiln Rd., New Cumberland, PA 17070

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

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Name / Signature

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Vendor Booth #

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Date