

<b>FOR OFFICIAL USE ONLY</b> Date Rec'd _____ Space # _____
---

**VENDOR APPLICATION**  
**High Desert Trail Riders Back Country Horsemen**  
**Trails and Recreation Expo**  
**2019 Theme: Trails R Us**  
**May 3-5, 2019**

**PLEASE TYPE OR PRINT NEATLY AND FILL OUT COMPLETELY**

<b>COMPANY NAME:</b> _____ <b>CONTACT PERSON(S):</b> _____ <b>ADDRESS:</b> _____ <b>CITY:</b> _____ <b>STATE:</b> _____ <b>ZIP:</b> _____ <b>WORK PHONE:</b> (____) _____ <b>E-MAIL:</b> _____ <b>HOME/CELL PHONE:</b> (____) _____ <b>FACEBOOK NAME:</b> _____ <b>WEBSITE:</b> _____ <b>TYPE OF BUS:</b> _____
---

**Subletting** or sharing of booth spaces **IS NOT** allowed without permission from Expo Management.

**NO animals** are permitted in the Event Center or exhibit hall overnight. Stalls are available.

**Dogs and all other domestic animals are not allowed in any of the exhibit buildings and are allowed in booth spaces ONLY in a crate.** PLEASE help us follow the fairgrounds rule.

If you were a vendor in 2018, and if the space was satisfactory, mark the box in the space shown below. **We will hold the space(s) in your name until February 1, 2019. *If we have not received an application by that date, we will start placing new (or existing vendors wanting a different area) in those spaces.***

If you would like a different space, it will be available only if last year's vendor does not want it. Space is on a first come, first served basis. Space # \_\_\_\_\_, Space# value \$ \_\_\_\_\_, Space # value ) \_\_\_\_\_

**ONE HALF (50%) OF THE SPACE VALUE IS DUE IN CASH, CHECK OR MONEY ORDER WITH THIS APPLICATION TO HOLD THE SPACE.**

**AMOUNT DUE NOW \$ \_\_\_\_\_.**

For the balance of the space value, we ask **those renting 5x10 or 10x10 spaces** to pay the balance **by March 1, 2019.** For those with larger spaces, you may donate an item which has a **wholesale value equal to or greater than 25% of the space cost.** Full payment is always acceptable. It is very important you give a **full detailed description, the Wholesale Value, Retail Price (Fair Market Value) and bring the item with you when you come to the Expo.** **The committee reserves the sole authority to decide if the value of your donated item is equivalent to 1/4 of your booth space rental value.** If you have paid for all or part of your space & are unable to attend, ***we must be notified before MARCH 1, 2019 for you to receive a full refund.*** On

and after March 1, a **25% office fee** will be retained & all other funds will be returned. **After April 1:** refund (minus 25% office fee) **only** if your space can be filled.

**DESCRIPTION OF ITEM TO BE DONATED, YOUR COST (WHOLESALE) AND RETAIL PRICE (FAIR MARKET VALUE) OF EACH**

DESCRIPTION	WHSL COST	RETAIL (FMV)

**Please provide a description of your product, a business card and any information on the donated item when you bring it to the Expo.**

Place a check mark in the appropriate box below.

Y N

- Do you need electrical power for your space? **You must supply your own extension cords.**
- Do you need additional tables (one is provided if required) # \_\_\_\_\_ extra tables x \$10.00 ea = \_\_\_\_\_  
**Please bring your own chairs.**
- Do you need stalls for livestock? How many? \_\_\_\_\_  
**The person using the stalls must provide the food and bedding and clean the stalls.**
- Will you need RV parking at the Fairgrounds? All spaces are the same price. Cost is \$25.00 per night payable with your application. Full hook-up spaces are limited, so get your reservation in early.

Thu \_\_\_\_\_ Fri \_\_\_\_\_ Sat \_\_\_\_\_ Total \$ \_\_\_\_\_

**(Wednesday and Sunday night parking is to be paid directly to the fairgrounds).** We will be taking reservations. Call Steve Hilbert 541-281-1459 cell

TOTAL ENCLOSED WITH YOUR APPLICATION \$ \_\_\_\_\_

**The commitment for a vendor space is non-transferable.**

The HORSE PACKING AND WILDERNESS SKILLS EXPO management will retain the services of security personnel for the purpose of grounds security. Security provided Thursday evening through Sunday.

Please fill out the above form, sign and date below. By your signature, you agree to all the Terms and Conditions (see attached) of the Horse Packing and Wilderness Skills Expo. Return this form with remittance made out to HDTRBCH and mail to:

Jeanee Conner  
Vendor Chair  
PO Box 56  
Sprague River, OR 97639-0056

541-533-3400 cell  
email: jeaneec1957@gmail.com  
www.facebook.com/horsepackingexpo  
www.trailsrusexpo.com

I understand the High Desert Trail Riders Back Country Horsemen and the Horse Packing and Wilderness Skills Expo Committee, directors, management, employees, volunteers and workers will not be held responsible for any loss or injury that may occur to any equipment, property, or personnel of the exhibitor, or persons attending the show, or for loss of any kind through any cause including fire, theft, vandalism, extreme weather, or any other reason.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**THANK YOU - WE LOOK FORWARD TO SEEING YOU IN 2019!**