



24th ANNUAL EQUIFEST OF KANSAS
PRESENTED BY KANSAS HORSE COUNCIL
MARCH 5, 6 & 7, 2021
TONY'S PIZZA EVENTS CENTER &
SALINE COUNTY EXPO CENTER
SALINA, KANSAS



Dear Prospective Exhibitor,

Thank you for your interest in the 2021 Equifest of KS event, presented by Kansas Horse Council. This event will be held March 5, 6 & 7, 2021 at Tony's Pizza Events Center & Saline County Expo Center in Salina, KS.

Entering our 24th year, we are still going strong! Included here is the Vendor Exhibitor registration details including the contract. Please be sure to read the details of space rental, rules and regulations, as well as timelines and due dates. **Your signature on the Vendor Contract acknowledges understanding and acceptance of all terms, conditions, rules, regulations and general information.** Sales tax at Tony's Pizza Events Center & Saline County Livestock Expo Center is currently **8.75%** but is subject to change on a quarterly basis. The most current rate and sales tax remittance form will be included in your vendor packet available on site at check in during event. A State of KS ST-36 Form which is specific for Equifest of KS, or a generic CTE-50 is required to be remitted by all booth vendors, even if you are not selling a product and are only displaying information. You would simply write "0" on the form if you do not sell anything.

If you are a current Kansas Horse Council member there is a \$50 discount on your contract fees. Equifest of KS staff will verify that your KHC membership is up to date. To become a Kansas Horse Council member, visit www.kansashorsecouncil.com and join online, or to print a membership form and mail in, or call 785-776-0662 to join over the phone.

NON-PROFITS: There is a \$50 discount on your contract fees if you are non-profit, with proof. Vendors claiming non-profit **MUST** provide your IRS letter as proof of status when contract is submitted or with final payment, no later than February 5th, 2021.

ALL Vendors: Proof of General Liability Insurance (also known as Certificate of Insurance, COI or Acord 25 form) with limits at \$1M per occurrence/ \$2M aggregate must be in our file no later than Final Payment deadline February 5th, 2021. If proof of insurance is not received by that date, you will be automatically billed \$100 and added to the General Liability insurance under Kansas Horse Council coverage for the 3 days of this event only. Certificate Holder on the Acord 25 form should be named Equifest of KS/Kansas Horse Council, 8831 Quail Lane, Suite 201, Manhattan, KS 66502.

Returning vendors who committed early (paid \$100 at EquiFest 2020) will receive first option for booth location, **but** commitment with contract and at least 25% of booth fee **must** be received by August 1st to confirm same spot. New vendors will be assigned on a first come first serve basis starting August 2nd. There is a timeline included in this document that gives deadlines and a checklist of items that need to be returned in addition to the contract. *Note: Early Discounts are available and also Late Fees will be enforced.* Event setup will begin on Wednesday March 3rd for bulk move in, based on assignment after pipe & drape is up, and closing at 6:00pm. Setup continues Thursday March 4th at 8am until 8pm.

Vendors should be ready to open for event daily at 9am on Friday March 5th, Saturday March 6th & Sunday March 7th. Vendor exhibits will close on Friday and Saturday at 7:00pm, however vendors on concourse around arena may remain open during evening arena events. Those on concourse who wish to close at 7:00pm must be able to secure their booths upon closing. On Sunday, Vendors should remain open until 4pm, unless show



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management approves 3pm early release based on attendance. DO NOT pull trailers to doors and curbs before 4pm and you MUST wait until both arenas are clear of events. Exception to Sunday teardown is with outside Food Trucks who will be closing at 3:00pm and exiting first, ASAP thereafter, being careful NOT to impede flow of horses moving to and from arenas, as this is priority!

Consider upgrading from a vendor to a sponsor! Maximize your exposure with the advertising benefits that come with a sponsorship. Sponsorships starting at \$1,000 are provided a 10' x 8' booths and ¼ page ad, plus arena announcements. For more information, visit www.equifestofks.com Get Involved tab, Become a Sponsor, or contact the event manager, Justine Staten by phone or email. Call Kansas Horse Council office at 785-776-0662 or email director@kansashorsecouncil.com.

Deadlines and Return Paperwork Checklist

DATE	TASK	DONE? Check it off /date it here!
July 24, 2020	10% discount if half paid by this date	
July 24, 2020	15% discount if paid in full by this date	
August 1, 2020	Application and Deposit Deadline for returning vendors to have first option.	
October 15, 2020	Vendor Booth Fee increases (+\$50) for applications beginning hereafter	WAIVED LATE FEES FOR CRAZY COVID YEAR!
November 15, 2020	Vendor Booth Fee increases (+100) for applications beginning hereafter	
December 15, 2020	Vendor Booth Fee increases (\$150) for applications beginning hereafter	
January 15, 2021	Vendor Booth Fee increases (\$200) for applications beginning hereafter	
January 15, 2021	Last day to purchase additional wristband passes at a discount. Get your order in early!	
January 30, 2021	No New Vendor Contracts Accepted after this date.	
February 5, 2021	Contract Payment In Full Deadline, unless other arrangements are communicated.	
February 5, 2021	Deadline for Proof of Insurance/ COI/ Acord 25 form to be on file or be billed \$100.	
February 5, 2021	Advertising Deadline for Official Program- This includes Vendor Listing	
February 8, 2021	Booth assignments, updates & information communicated to vendors.	
February 8, 2021	Last day to add or change electricity, tables & chairs or other needs by subcontractors before Late Fee/Fee Increase assessment.	
February 8, 2021	Sponsors Radio Type Ad Scripts due for Announcer Books	



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Paperwork required for Vendors:

- Contract
- KS ST-36 Form (remittance within **25** days following event)
- Proof of Insurance
- Payment (50% with contract or 25% with contract if paid \$100 commitment at EquiFest 2020. Balance due in full by February 5, 2021)
- Additional discount passes (if needed) order due and payment due by January 15, 2021

Information Needed on Proof of Insurance

Certificate Holder: Equifest of KS/Kansas Horse Council
8831 Quail Lane, Suite 201
Manhattan, KS 66502

Must have Commercial GL showing Policy Number. Effective dates must cover event dates, March 5, 6 & 7, 2021. Limits must be no less than \$1M per occurrence and \$2M aggregate.

If policy limits are less than event requirements or event dates are not covered by policy effective dates, we reserve the right to add you to Kansas Horse Council policy and bill you \$100 for coverage during the event.

Contract Terms and Conditions/ Rules and Regulations

1. All charges for exhibit space must be paid in full, with good US funds by date specified on the contract application (February 5, 2021) and provide proof of insurance by deadline (February 5, 2021) or be automatically added to Kansas Horse Council policy and be responsible for \$100 fee for 3-day coverage.
2. Exhibitors not complying will not be allowed to move in. This WILL BE enforced.
3. No refunds will be made if spaces engaged are not used, nor will refunds be given for only partial space used.
4. Pre-Event cancellations by vendors, made prior to February 5th will result in full refund of payment received, less \$50 handling fee. Event space cancellation by vendors on February 5th or thereafter will result in only 50% refund of vendor payment received.
5. Cancellation by Show Management for circumstances related to public or animal health ordinances, mandates, or regulatory restrictive measures by Federal, State or Local governments or Venue Management, will provide vendors two options of remedy:
 - a. Apply vendor contract and payments received to the following year's event
 - b. Opt for a full refund of payments applied, minus a \$50 handling fee.
6. Kansas Horse Council, Inc. reserves the right to decline or prohibit any exhibit, exhibitor, or proposed exhibitor, which in the Management's opinion is not suitable to or in keeping with the character of Equifest of KS.



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7. No exhibitor or display shall be sublet. Exhibitors found to be subletting space or providing space for items or persons not normally part of your business on a full-time basis will be ordered closed and moved off premises immediately.
8. Display will be permitted on exhibit floor only by official exhibitors. Exhibit materials are restricted to the purchased space only and must be maintained within the rented space. No encroachment into walkways will be allowed, in keeping with fire code regulations.
9. Distributions of advertising matter by representatives of organizations who are not official exhibitors is strictly forbidden without prior consent from management.
10. The management, at its discretion, reserves the right to assign exhibitors to the best space available and to make shifts in locations for the benefit of exhibitors and benefit of the event.
11. So that aisles are unobstructed, exhibitors must be arranged so that they are completely within allotted space. Ample space must be rented and arranged so that exhibits/exhibitors may be arranged within allotted space. Ample space must be provided for all personnel. Exhibitors planning to build or install their own exhibit background or signage must limit height to 8 feet unless booth is located on a perimeter wall allowing 10 feet height. Exhibits must conform to allocated size and space and must of such character or arrangement as not to obstruct view or interfere with arrangement of other exhibitors. **No pop-up tents or canopies will be allowed without prior arrangement. Pictures may be requested.** No noisy or obstructive work will be permitted during the hours of event operation, nor will noisily operating displays or exhibits producing objectionable odors be allowed. All decorations must be made of flameproof materials or be made flameproof. All packaging materials and containers must be removed from display floor. No damage of any nature may be done to the booth structures nor any part of the exhibit halls. Exhibitors will be held responsible for all damages. Displays are subject to inspection and approval for safety and appearance.
12. Liability for loss, theft, property damage, or destruction or personal injury:
 - a. Exhibitor hereby waives any and all claims against Equifest of Kansas, the Kansas Horse Council, Inc. and its Board of Directors, Officers, Directors, Employees, the event management, Tony's Pizza Events Center and Saline County Livestock Expo Center (hereinafter "the released parties") resulting from loss, theft, damage or destruction to its property, or from personal injuries to the losses arising from the alleged negligence of the released parties.
 - b. Exhibitors assume full and complete responsibility for any damage that may occur when moving exhibit materials in or out of facility, or destruction of property of others, or person(s) participating in the event. Exhibitor hereby waives any right of indemnification, which it may have against the released parties for any and all claims arising from this Agreement.
 - c. "WARNING: Under Kansas law, there is no liability for an injury to or the death of a participant in domestic animal activities resulting from the inherent risk of domestic animal activities, pursuant to sections 1 through 4. You are assuming the risk of participating in this domestic animal activity. Inherent risks of domestic animal activities include, but shall not be limited to:
 - i. The propensity of a domesticated animal to behave in ways, i.e. running, bucking, biting, kicking, shying, stumbling, rearing, falling or stepping on, that may result in an injury, harm or death to persons on or around them;
 - ii. The unpredictability of a domestic animal's reaction to such things as sounds, sudden movement and unfamiliar objects, persons or other animals;



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- iii. Certain hazards such as surface and subsurface conditions; collisions with other domestic animals or objects; and
 - iv. The potential of a participant to act in a negligent manner that may contribute to injury to the participant or others such as failing to maintain control over the domestic animal or not acting within such participant's ability." K.S.A. §60-4002 et. seq. (1994)
13. Insurance: Each exhibitor agrees to obtain General Liability insurance coverage during this event. Said insurance should cover (but not be limited to) theft, public liability, and property damage. The released parties are not responsible for damage to exhibitor's property, lost shipments or moving costs. Damage to inadequately packed property is the exhibitor's own responsibility. Each exhibitor must provide evidence of public liability insurance, naming Equifest of KS/Kansas Horse Council, Inc. as the certificate holder with proof due no later than final payment due date or be subject to \$100 fee for automatic addition onto Kansas Horse Council Policy. Required CGL coverage from an accredited company and effective dates of coverage must cover event dates. Required limits are \$1,000,000 per occurrence and \$2,000,000 aggregate. **REFER TO TOP OF PAGE 3 FOR CERTIFICATE HOLDER ADDRESS.**
14. Only registered exhibitors will be admitted to the exhibit areas. All attendees must register to enter, present official pass such as lanyard, or purchase admission wristband where applicable. The management reserves the right to refuse admission to any person(s) in the interest of safety and welfare of those persons, the exhibitors, property or animals. Pets of any kind (excluding approved demonstration animals and certified assist animals) are prohibited.
15. Your organization, its representatives or agents, shall be held jointly collectively and individually responsible for any and all debts incurred for all exhibit costs, fees, charges and any violation of these Rules and Regulations.
16. All exhibitors are required to comply with all applicable federal, state, and local laws, rules, and regulations and to obtain any applicable licenses and/or permits (including but not limited to sales tax, raffle permits and others). Failure to comply may result in expulsion from the event. Exhibitor agrees to hold harmless this event, its sponsors, agents and employees against any and all claims, charges and liabilities arising out of the activities of the exhibitor and to defend at its own expense any and all such claims, and charges, including the cost of defense for any claim filed against the Kansas Horse Council, Inc. The Kansas Horse Council, Inc. shall rule upon any questions, disputes or problems which may arise pertaining to matters not specifically covered and agreed upon in the foregoing paragraphs of this agreement and such rulings shall be binding upon all interested parties. A down payment of 50% is due with the signed agreement. The balance of the amount is due not later than **February 5, 2021**. *Failure to remit payment in full may result in loss of your space.* Other payment schedules such as Program Advertising, Sponsorships, Competition Entries, etc. are designated separately. Vendor space will be assigned with priority given to returning exhibitors who commit by **August 1, 2020**. **No exhibitors will be allowed to set up for Equifest of KS without payment received in full.** In addition to all other damages recoverable by the Kansas Horse Council, Inc. the Council shall additionally be entitled to recover all of its attorney fees and any other reasonable costs of collection with regards to any monies due and not paid in accordance with the terms of this agreement or which may be incurred by the Council in order to enforce any other term or provision of this agreement which has been breached by any party or parties signatory hereto.



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17. Due to contract requirements, Equifest of KS will not permit the sale or distribution of helium balloons or other inflatable items, bumper stickers, or any other item with adhesive surfaces. If you have an item that falls within these descriptions, please notify the Kansas Horse Council, Inc. as we may be able to obtain special allowance case by case, but only with written permission. Due to contract requirements, if raffles or drawings are to be held at a vendor booth, vendor must notify management about planned activity.
18. Exhibitor agrees that he/she will not stage any act or performance in which fire or flame is involved without first having obtained the prior written permission of the Fire Chief or Fire Marshall. Exhibitor further agrees that he/she will not use any decorative materials prohibited by City ordinances, County resolutions, State or Federal laws and building regulations, including but not limited to crepe paper, cellophane, confetti, cotton, cornstalks, leaves, evergreen boughs, sheaves of grain, streamers, straw, paper, vines, moss or any similar flammable or combustible materials in or about the premises of Tony's Pizza Events Center &/or Saline County Livestock Expo Center. Forges are only permitted in designated areas.
19. Choice of Law, Venue, Arbitration and Attorney Fees: The parties' signatory hereto stipulate and agree that this contract shall be governed by the laws of the State of Kansas. Venue shall be Manhattan, KS. The parties agree that any dispute arising out of this Agreement shall be submitted to binding arbitration before a neutral arbitrator mutually selected and subject to the rules of Commercial Arbitration of the American Arbitration Association. The Kansas Horse Council, Inc. shall be entitled to recover its costs and expenses, including reasonable attorney fees incurred by enforcing any provisions of this Agreement, but only if deemed the "prevailing party" in such action.

GENERAL INFORMATION

1. 16x8 gets two lanyard access passes
2. 10x8 gets two lanyard access passes
3. 10x10 gets two lanyard access passes
4. 20x8 gets three lanyard access passes
5. 20x10 gets three lanyard access passes
6. 30x8 gets four lanyard access passes
7. 30x10 gets four lanyard access passes
8. 40x8 gets six lanyard access passes
9. 40x10 gets six lanyard access passes
10. 20x20 gets six lanyard access passes
11. Bulk Space gets six lanyard access passes
12. Outside Vendor gets two lanyard access passes
13. Bulk Space may be limited to 1,200 sq. ft. if bulk space becomes supply/demand issue.
14. Corners and end caps are \$50 upgrade fee.
15. Non-Profit organizations and Kansas Horse Council members are eligible for \$50 discount, with proof. Must be confirmed by February 5, 2021.
16. Additional discount wristbands or lanyards (please convey use) may be purchased until January 15, 2021. After this date, only full price admission is available.
 - a. Discounted Daily Pass: \$10/ Regular Price Daily Pass: \$20
 - b. Discounted 3-day Pass: \$25/ Regular Price 3-day Pass: \$50



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17. All booths except Bulk Space will be designated with pipe & drape. Please Note: No tables, table covers, chairs or wastebaskets come with booth space. These MUST be ordered by you through the decorator, Henry Helgerson Company. Order form is available on www.equifestofks.com or by request. It is up to YOU to order what you need directly from the decorator, by February 8, 2021.
18. Exhibitors selling or dispensing food, beverages or confections IN the Tony's Pizza Events Center facility must have prior permission and pay the extra concessionaire fee (\$100).
19. FOOD TRUCK VENDORS must pay \$450 and will be located on premises of Saline County Expo Center.

MOVE IN INFORMATION

Move in assignments and details will be emailed and signage will be posted regarding vendor vehicle traffic pattern for move in/move out.

Move in times will be scheduled based on your transport size and booth space size. Large semis, large trailers, multiple box trucks/trailers for same vendor and bulk space move in will be FIRST IN on Tuesday 3/2/2021. NOTE: Vendor booths will be built following oversized move-in, therefore ALL oversized move in must be completed by 2:00pm on Tuesday 3/2/2021. If not completed on time, bulk booth may be relocated to accommodate show schedule.

Please notify in advance (by February 1st) with plans of your transport size if you fall in this category so we can schedule you around booth space creation. Do NOT assume we know. Bulk Space/Oversized move-in begins at 8:00am on Tuesday 3/2/2021.

NOTE: 20x20 booths and those who indicate a lot of small merchandise to set will likely be scheduled move in on Wednesday mid-morning following booth build completion. Standby plan for 10:30am or thereafter. If you feel you need "extra" move in time, please convey that request by February 1, 2021.

All other move-in times begin on Thursday 3/4/2021. **Check in** at Tony's Pizza Events Center (TPEC) Lobby **immediately upon arrival**. At move-out, all displays must be removed from the grounds by 11:59am on Monday 3/8/2021 following the event.

Exhibits displayed must be completely ready for opening no later than 9:00am on Friday 3/6/2020. Show opens daily at 9:00am.

VENDOR SHOW SCHEDULE:	ARENA SCHEDULE:	WORKSHOP SCHEDULE:
Friday: 9:00am to 7:00pm	Friday: 9:30am to 10:00pm	Friday: 9:30am to 5:00pm
Saturday: 9:00am to 7:00pm	Saturday: 9:30am to 10:00pm	Saturday: 9:30am to 5:00pm
Sunday: 9:00am to 4:00pm	Sunday: 9:30am to 4:00pm	Sunday: 9:30am to 3:00pm

Exhibitors may access booths, by showing lanyard to door security, as early as 7:30am each morning to prepare and must remain open on Friday and Saturday until 7:00pm. Exhibitors around arena concourse may close at 7:00pm but with arena evening events going until approx. 10:00pm, you are responsible for securing your belongings if unattended, otherwise you are welcome and encouraged to stay open until 10:00pm.



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On Sunday, vendors must remain open until doors officially close on Sunday at approx. 4:00pm unless early release (3:00pm) is approved by event management, subject to attendance level.

All exhibits must have all merchandise/ display materials moved in Thursday by 8:00pm. Exhibitors may complete set up of displays on Friday morning from within booth space but may not be moving materials in from outside so the building can remain secure.

Admissions Friday through Sunday are permitted only with official wristband, lanyard pass or event staff designation. You are responsible for handing out your staff lanyards or wristbands passes. Make arrangements to meet your staff at the entry door if needed. It is NOT the responsibility of Vendor Office or event management to assist with this. Please make sure you purchase all needed lanyards or wristbands by or before discount deadline, January 15, 2021. Only full price wristbands will be available at the box office thereafter.

Exhibits must be properly staffed at all times during exhibit hours. Partial or complete dismantling of displays before 4:00pm on Sunday is expressly prohibited, unless early release has been granted by event management. Failure to follow these guidelines can result in denial of space at Equifest of KS in future.

DATES FOR FUTURE EVENTS:

- Equifest of KS 2022: March 4, 5 & 6
- Equifest of KS 2023: March 3, 4 & 5

Division of Taxation

RETAILERS' SALES TAX REGISTRATION EVENT CERTIFICATE

NOT VALID FOR TAX EXEMPT PURCHASE



Equifest 2021

Event Certificate

State of Kansas

Registration Certificate valid for events only
 Tax Account Number: See Events Sales Tax Return
 File return within 30 days of event

ST-51 (Rev. 6-13)

REMOVE AND DISPLAY CERTIFICATE ABOVE

INSTRUCTIONS

This packet is intended for vendors who sell four or fewer times in Kansas each year. If you have received this packet and have a Kansas sales tax number*, please write your Kansas sales tax number on the voucher and return it in the envelope provided. If you do not have a Kansas sales tax number, please follow the directions below. Most vendors in Kansas are required to collect and remit sales tax, including not for profit groups.

- This return and tax account number is specific to the event that appears in the Business Name and Address box.
- You must file a return even if there were no taxable sales.
- The name and location of the event appears in the business Name and Address box.
- To use this tax account you must remit your sales tax immediately after the event.
- Write the Tax Account Number on your check or money order. Make a copy of the return for your records.

- Visit our website at www.ksrevenue.org for more information about special events, tax bracket cards and forms.

COMPLETING THE KANSAS RETAILERS' EVENT SALES TAX RETURN

- Line 1** - Enter the total gross receipts or sales for the event. Do not include the sales tax in this figure.
- Line 2** - Enter the cost of tangible personal property consumed or used by you that was purchased without tax. For example, items removed from inventory and used by you.
- Line 3** - Enter the total allowable deductions (if any). Find allowable deductions at <http://www.ksrevenue.org/pdf/st16>.
- Line 4** - Add lines 1 and 2, and subtract line 3. Enter the result on line 4.
- Line 5** - Multiply line 4 by the appropriate tax rate percentage shown and enter the result on line 5.
- Line 6** - Enter the total due in the sales tax and remit immediately after the event.

Detach and send with payment

ST-16SE

(Rev. 5-17)

Kansas Sales Tax Special Events Return

FOR OFFICE USE ONLY

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Tax Account Number SEN-K09259231F-01		Enter your Kansas Sales Tax Number* if not using the event number	
Beginning Date 3/5/2021	Ending Date 3/7/2021	Due Date 4/6/2021	Jurisdiction Code SALSA
Business Name and Address			
I certify this return is correct.			
Sign here		Daytime Phone Number	

1. Gross Sales/ Receipts		
2. Tangible Personal Property Consumed		
3. Deductions		
4. Add lines 1 & 2 minus line 3		
5. Multiple line 4 by tax rate shown		
6. Total Due		
		Tax Rate 8.75 %

Payment Amount \$

Contact us at 785-207-1572 or email KDOR_special.events@ks.gov for assistance.

Make your check or money order payable to Retailers' Sales Tax and remit in the envelope provided or send to KDOR, Attn: Special Events, 7600 W 119th St, Ste A, Overland Park KS 66213.



VisitSalinaKS.org

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Tony's Pizza Events Center + Saline
County Expo Center Salina, KS



2021 Vendor Contract

Remit form to: Kansas Horse Council/EquiFest of KS, 8831 Quail Lane, Suite 201, Manhattan, KS 66502

<u>Company Name as listed in program (45 character limit)</u>
<u>Products Sold/Description of Business (Description will be used in Program)</u>
<u>Contact Name:</u>
<u>Address, City, State, Zip:</u>
<u>Best Phone Number:</u> <u>Email:</u>
<u>Website:</u>

Booth	Price	Qty	Sub/Total	Notes/Comments
16 wide x 8 deep	\$750 each			3 OPTIONS A1, A2, A3 (Arena Concourse Entry from Lobby)
10 wide x 8 deep	\$500 each			GPMCH (formerly Heritage Hall) 92 available (TPEC)
10 wide x 10 deep	\$500 each			4H Building 22 available (SCEC)
10 wide x 10 deep	\$550 each			Arena Concourse 17 available (TPEC)
10 wide x 8 deep	\$450 each			Kenwood Hall 16 available (SCEC)
10 wide x 10 deep	\$500 each			Kenwood Hall 12 available (SCEC)
Corner/End Cap Upgrade	\$50 each			
Outside Display	\$300 each			
Concessionaire indoors	\$100 extra			
Food Truck Outdoors	\$450 flat			
KHC Event Insurance*	\$100			*If you do not have commercial GL \$2M/\$1M coverage, you need this
Vendor Electricity	\$75			Electric Price doubles if not ordered at least 30 days before show
Bulk Space defined as 1,000 square feet or more.	\$2.85/square ft.			
KHC MEMBER DISCOUNT	-\$50			
NON-PROFIT 501c3 (proof)	-\$50			
Paid \$100 for 2021 commitment?				RE: \$100 pd to keep same Space from 2020: Need 25% of 2021 booth pd by August 1 st . If not received or no arrangements or communications, booth is fair game.
DATE REMINDERS:				No new contracts accepted after 1/31/21 due to program and facility deadlines. Final payment due: Feb. 5 th , 2021.
	Total		\$	

*By signing below, you confirm, "I have read all the Rules, Regulations and Guidelines of the Vendor Information put forth by Kansas Horse Council/EquiFest of KS, with regards to participation in this event. I agree to abide by those Rules, Regulations and Guidelines.

Authorized Signature: _____ Date: _____



VisitSalinaKS.org

Equifest of Kansas

March 5, 6 & 7, 2021

Tony's Pizza Events Center + Saline
County Expo Center Salina, KS



2021 Vendor Contract

Remit form to: Kansas Horse Council/EquiFest of KS, 8831 Quail Lane, Suite 201, Manhattan, KS 66502

Payment Information:

50% of Booth Fee is due with Contract to secure commitment. (However, for those who paid \$100 to return to same spot, just 25% is due August 1st to confirm spot). Refund of commitment deposit is subject to determination per situation and may or may not be refundable. Installment payments are acceptable with notification of intent. Final balance must be paid in full by February 5th, 2021 or forfeiture of deposit will occur. Deadline for all vendor applications, proof of insurance and final balance payment is February 5th, 2021. This is to ensure booth is assigned and correct in the program as well as allowing sufficient time for advertising and listing on website and/or social media.

Checks may be made payable to: EquiFest of KS

Mail to Kansas Horse Council/EquiFest of KS, 8831 Quail Lane, Suite 201, Manhattan, KS 66502

To be invoiced for electronic payment option, circle request here: YES, please email an invoice for online payment option.

Credit/Debit Info may be listed here:

\$ Amount to Process:

Card Number:

Expiration Date:

Security Code:

Name on Card:

Billing Zip Code:

Sign for Authorization to Process: _____

COMMENTS:

<u>For Office Use</u>
Payment Type Received:
Date Received:
Balance Remaining: