

COUNTRY SHOPS CONTRACT (Booth Vendors)
2019 DUTTA CORP FAIR HILL INTERNATIONAL
FALL FESTIVAL
OCTOBER 17-20, 2019

To reserve a vendor space, select the desired size and additional options. Please complete the form. Mail the form and your check for the complete cost of the space, payable to Fair Hill International, Inc. to 378 Fair Hill Drive, Elkton, MD 21921. If you require space for your trailer or something other than a standard booth, please call the Vendor Chairpersons, Sharyn Wingate or Ruth LaJoie, 302-369-5898 or email rel23saw@comcast.net. You can reach the Fair Hill International office at (410) 398-2111, by email at office@fairhillinternational.com or by fax at (410) 398-5020.

AGREEMENT:

Fair Hill International, Inc. hereby grants to _____ (Vendor name) the right to a vendor space within the Fair Hill Country Shops during the Dutta Corp Fair Hill International, October 17-20, 2019, subject to the following terms and conditions:

1. **Indoor Vendors:** will pay to FHI an amount of **\$400** for a 10'X10' indoor vendor space. **ALL** paid contracts received by **August 1, 2019** will receive an **Early Bird \$50 discount per vendor**, not per space. In order to guarantee space at the FHI Country Shops, all contracts and checks must be received by FHI **no later than September 16, 2019.**
2. **Outdoor Vendors:**

Up to 200 sq.ft. (ex: 10 x 20 space)	\$ 700
More than 200 sq.ft, up to 400 sq.ft	\$1,000
More than 400 sq.ft. up to 600 sq.ft	\$1,200
More than 600 sq.ft. up to 900 sq.ft	\$1,300
More than 900 sq.ft.	By Special Arrangement
3. **Additional Options:**

8' table	\$10.00 each	
Single Chairs	\$5.00 each	
Power for each space	\$50.00 single outlet – 110 v	(Vendor supplies a 25ft -- 3 prong outdoor rated extension cord)
Tent Rental from FHI	By Special Arrangement - contact the vendor chairs	
4. **Vendors may have no electric heaters or coffee pots (other than those associated with food vendors) within the shop area.**
5. To maintain quality, diversity and balance of the shops, FHI reserves the right to reject any contract on a first come basis and on past performance. FHI reserves the full right to assign to Vendors the location of all contracted spaces.
6. FHI will provide:
 - A. Onsite security including overnight surveillance by FHI Security from Wednesday evening October 16 through 6:00am October 21, 2019. Neither FHI nor its agents will be held liable for any loss due to theft or any damage whatsoever, for any reason whatsoever, to vendor's merchandise, other property or representative of the Vendor.
 - B. **FHI will provide each vendor with (2) complimentary general parking and (4) vendor passes for the duration of the event. NO parking behind the tent will be available.**
7. The Vendors will be responsible for:
 - A. Any expense in connection with the Vendor's merchandise set up or tear down
 - B. Obtaining a Maryland permit of business license if required
 - C. Collecting and paying all Maryland state sales tax incurred by Vendor (if applicable)
 - D. Returning of all optional equipment including tables and chairs
 - E. Remaining open during all FHI business hours including 30 minutes after completion of that day's competition.
 - F. Placing all trash in the dumpster in back of the Vendor tents. Vendor space is to remain trash free. Before leaving on Sunday, your vendor space must be cleaned-up and completely trash free. **Trash is to be removed and placed in the dumpster behind the Booth Vendor Tent and not left in the trade fair tent. There will be a recycling dumpster in the parking lot on Gallaher Road—please put all cardboard boxes there.**
8. The name and address of the Vendor will be listed in printed promotional material applicable to the event and in the official program, and entitle the Vendor to a website link with the FHI website, **if received by August 31, 2019.**
9. The Vendor hereby releases and indemnifies FHI and its representatives and agents from any and all liability, loss, cost or expense arising out of or in connection with the presence of the Vendor on the FHI grounds or its conduct of business

thereon, except that such indemnity shall not apply to such liability, loss, damage, cost or expense caused by FHI willful misconduct or gross negligence.

10. Vendors who wish to combine cost of the vendor space with additional sponsorship may do so by private contract. Please contact Posey Obrecht at posey@fairhillinternational.com or 410-398-2111.

11. **Schedule**

Vendors may begin set-up 10:00 am Wednesday, October 16, 2019. **SET UP MUST BE COMPLETED BY 6:00 PM ON THURSDAY, OCTOBER 17. Business hours will begin at 9:00AM on Friday, October 18.** Access vehicles for restocking and servicing the vendors spaces will be from 6:30 am till 7:30 am Friday-Sunday. Contact Vendor Chairs for any special arrangements. **Vendor vehicles must display parking passes.**

12. **Hours of Business**

Friday, October 18, 2019	9:00am to 6:00pm (or 30 minutes after the completion of day's competition)
Saturday, October 19, 2019	8:00am to 6:00pm (or 30 minutes after the completion of day's competition)
Sunday, October 20, 2019	8:00am to 6:00pm (or 30 minutes after the completion of day's competition)

****Vendors have the option to open for business on Thursday, October 17 at no additional charge.**

13. **Hours of Set Up**

Vendors' vehicles will be allowed access through the main gate for set-up or restocking during the following times:

Wednesday, October 16, 2019	10:00am to 6:00pm
Thursday, October 17, 2019	6:30am to 6:00pm
Friday, October 18, 2019	6:30am to 7:30am
Saturday, October 19, 2019	6:30am to 7:30am
Sunday, October 20, 2019	6:30am to 7:30am

****Vendors' vehicles must display a VENDOR HANGTAG.**

****Individual vendors need WRIST BANDS.**

****ALL vehicles must be removed to the parking lot across Gallaher Rd. as soon as you unload.**

****Vendors' vehicles may not re-enter the main gate on Thursday or Friday until 30 minutes after the end of the day's competition and a full hour after the competition on Saturday and Sunday in order for spectators to clear the gate area.**

Please print clearly or type the following information for our files and advertising purposes.

Company/Shop Name: _____

Owner(s): _____ Cell: _____

Name of Contact Person: _____ Cell: _____

Address: _____

City: _____ State: _____ Zip: _____

Office Telephone: _____ Fax: _____ Cell: _____

Website: _____

Email: _____

****FESTIVAL CREDENTIALS MAILING ADDRESS, IF different than the one listed above:**

Name/Company: _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

2019 DUTTA CORP FAIR HILL INTERNATIONAL

BOOTH SPACE RENTAL – INSIDE VENDOR TENT

Corner Space Request: _____ More than 1 Booth ____ Number _____

I would like my booth adjoining: _____

OUTSIDE BOOTH – VENDOR OWNED TENT

Vendor owned tents must be white or a color approved by FHI. A color photograph of the tent must be submitted to FHI for approval.

Exhibit Size: _____ 10'X 10' _____ 10'X 20' _____ Other _____

AMOUNT OF SPACE REQUESTING: _____ (Sq. ft.) **Includes tent and outside display areas**

FHI to supply Tent: (please call Vendor Chairs for sizes and pricing; 302-369-5898) _____

Merchandise: Please indicate all that apply.

Tack	Clothing: Indoor and/or Outdoor	Pottery
Fine Art	Wood Crafts	Antiques
Riding Apparel	Books	Accessories
Jewelry	Gifts (Types) _____	Feed
Services (Types) _____	Food (Types) _____	
Other _____	Horse Trailers (list manufacturer) _____	

<u>EQUIPMENT</u>	<u>QUANTITIES</u>	<u>COSTS:</u>		
Indoor booth	10'X10' _____ at \$400	10'X20' _____ at \$800	=	\$ _____
Outdoor Vendor	Up to 200 sq.ft. (Ex: 10 x 20 space)	at \$700	=	\$ _____
	More than 200 sq.ft., up to 400 sq.ft.	at \$1,000	=	\$ _____
	More than 400 sq.ft., up to 600 sq.ft.	at \$1,200	=	\$ _____
	More than 600 sq.ft., up to 900 sq.ft.	at \$1,300	=	\$ _____
	More than 900 sq.ft.	By Special Arrangement	=	\$ _____

_____ Vendors supplying their own tent as per FHI approval. (See above)

_____ FHI will provide tent for an additional fee = \$ _____

Electric _____ 110V at \$50 = \$ _____

Tables _____ \$10.00 each = \$ _____

Chairs _____ \$5.00 each = \$ _____

Discount \$50.00 if Paid In Full BEFORE August 1st \$ _____

TOTAL ENCLOSED \$ _____

2019 DUTTA CORP FAIR HILL INTERNATIONAL

PLEASE MAKE CHECK PAYABLE TO: **FAIR HILL INTERNATIONAL, INC.**

MAIL TO: FAIR HILL INTERNATIONAL

378 Fair Hill Drive, Elkton, MD 21921

SHOP OWNER SIGNATURE _____ DATE _____

Are you a sponsor? ___ Yes ___ No

If you would like Sponsor information, please contact Posey Obrecht at posey@fairhillinternational.com or 410-398-2111.

How were you referred to FHI Festival 2019? _____

List below any vendor you would like us to contact in your name:

Name of Shop: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

Refund Policy: Full Refund if cancellation is before August 1. Partial refund if cancellation is after August 1.

PLEASE KEEP A COPY OF YOUR CONTRACT FOR REFERENCE—HOURS OF SET UP; BUSINESS HOURS, ETC.

Agreed and Accepted:

FHI REPRESENTATIVE SIGNATURE _____ **DATE** _____