



Dear Trade Show Vendor:

Thank you for your interest in vendor space at the 2024 NRHA Futurity Trade Show, November 26 - December 7, 2024 at the Oklahoma State Fair Park. The action-packed week of the world's largest reining competition also includes the premiere reining horse sale in the world.

To request vendor space, please complete and return the following items:

- Trade Show Application with signature and 50% Deposit, copy of \$1,000,000 liability insurance coverage with National Reining Horse Association, OKC Fairgrounds, the City of Oklahoma City, and the City of Oklahoma City Public Property Authority as additionally insured, Product & Booth Space Details Form, and then remaining balance.

Vendors will be notified of their acceptance status on a case-by-case basis. Sponsors have priority placement and remaining spaces will be available to non-sponsoring vendors. Returning vendors will be given priority over new vendors.

Electrical, Forklift, and Stall Removal Services can be ordered through NRHA and should be indicated on the attached form. Payment for these services must be included in the total balance due November 1, 2024.

Any decorating needs such as tables, chairs, carpeting, and drayage may be ordered through the official service provider, Eventures.

Oklahoma State Fair Park is currently undergoing construction and vendor spaces are limited. We appreciate your understanding during this time of growth for State Fair Park.

Thank you again for your interest in the 2024 NRHA Futurity. Feel free to contact me at (580) 759-2424, 580-759-2572, or [cheryl@pro-management-inc.com](mailto:cheryl@pro-management-inc.com) for more information prior to the show. Your contact at the show will be Brenda Stramsky at (405) 886-1533. We all look forward to seeing you in OKC!

Sincerely,

A handwritten signature in black ink that reads 'Cheryl Cody'. The signature is written in a cursive, flowing style.

Show Manager  
(580) 759-2424  
[cheryl@pro-management-inc.com](mailto:cheryl@pro-management-inc.com)

# NRHA Futurity Trade Show Application

Must be received by Oct. 1, 2024

## VENDOR INFORMATION

|                               |                         |                          |             |           |
|-------------------------------|-------------------------|--------------------------|-------------|-----------|
| Company Name to be Published: |                         |                          |             |           |
| Contact:                      | Business Phone:         |                          | Cell Phone: |           |
| Current Address:              |                         |                          |             |           |
| City:                         | State:                  |                          | ZIP Code:   |           |
| Email:                        |                         |                          |             |           |
| Vendor Type:                  | Returning (Non Sponsor) | Sponsor                  | New Vendor  | Affiliate |
| OK Sales Tax Permit #:        |                         | EIN or Social Security # |             |           |

## BOOTH SPACE RENTALS

| COLISEUM - East & West Concourse              |   |         |                   |   |       |
|---|---|---------|-------------------|---|-------|
| QTY   | SIZE/LOCATION                           |         |                   |   | PRICE |
|   | 10' x 10' Booth**                       |         |                   |   | \$900 |
| SUPER BARN - NRHA Partners/Sponsors Only      |   |         | BARN 3            |   |       |
| QTY   | SIZE/LOCATION                           | PRICE   | QTY               | SIZE/LOCATION                           | PRICE |
|   | 10' x 10' Main Thoroughfare Booth**     | \$825   |                   | 10' x 10' Booth**                       | \$400 |
|   | 10' x 10' Standard Booth**              | \$775   |                   | Storage Stall** (May not be connecting) | \$275 |
|   | Storage Stall** (May not be connecting) | \$375   | Additional Notes: |   |       |
| BARN ROW (Trailers & Oversized Vehicles Only) |   |         |                   |   |       |
| QTY   | SIZE/LOCATION                           | PRICE   |                   |   |       |
|   | Up to 25' Long**                        | \$1,100 |                   |   |       |
|   | 26' to 40' Long**                       | \$1,750 |                   |   |       |

## ADDITIONAL SERVICES

| ELECTRICAL SERVICE - Single Phase |                             |                  |                 |  |
|-----------------------------------|-----------------------------|------------------|-----------------|--|
| QTY                               | 120 VOLT POWER              | PRICE (Pre-Show) | PRICE (At show) | Standard Wall Outlets=120 Volt Power. Power is indicated on Product Rating Stamp. To figure, total Wattage per Product Ex: (10) 100 Watt Service = 1000 Watt Service |
|                                   | 100 - 500 WATTS / 5 AMPS    | \$25             | \$40            |  |
|                                   | 500 - 1000 WATTS / 10 AMPS  | \$35             | \$50            |  |
|                                   | 1000 - 1500 WATTS / 15 AMPS | \$45             | \$60            |  |
|                                   | 1500 - 2000 WATTS / 20 AMPS | \$55             | \$70            |  |

NOTE: Electrical Rates cover Reasonable Access to Electrical Outlets & do not include connection of equipment or special wiring

| ELECTRICAL SERVICE - Trailers & Large Displays |                          |  |                 |  |
|--|--------------------------|--|-----------------|--|
| QTY  | 120 VOLT POWER           | PRICE (Pre-Show)   | PRICE (At show) | NOTE: Electricity is NOT included in Trailer Display Space Rental Pricing. |
|  | 110 Volt / 20 AMPS       | \$60   | \$75            |  |
|  | 110 Volt / 30 AMPS       | \$65   | \$80            |  |
|  | 220 Volt / 50 AMPS       | \$75   | \$90            |  |
|  | 208 Volt Power or Higher | Contact Trade Show Manager   Requires Electrician   Price Upon Request |                 |  |

| STALL DIVIDER REMOVAL SERVICE - Super Barn & Barn 3 Locations Only |                 |           |                                 |                                 |   |
|--|-----------------|-----------|---------------------------------|---------------------------------|---|
| QTY  | BETWEEN STALL # | & STALL # | PRICE (Pre-Show)                | PRICE (At Show)                 | Contact Trade Show Manager with Questions |
|  |                 |           | \$425 Super Barn / \$100 Barn 3 | \$500 Super Barn / \$150 Barn 3 |   |

| FORKLIFT SERVICE - Billed Hourly |                   |       |                    |                  |                 |   |
|----------------------------------|-------------------|-------|--------------------|------------------|-----------------|---|
| HOURS                            | MOVE IN DATE/TIME | HOURS | MOVE OUT DATE/TIME | PRICE (Pre-Show) | Price (At Show) | Contact Trade Show Manager with Questions |
|                                  |                   |       |                    | \$50/Hour        | \$75/Hour       |   |



## NRHA Futurity Trade Show Application

### PRODUCT & SERVICES (Please Select any that apply)

|                           |                     |                           |
|---------------------------|---------------------|---------------------------|
| Apparel                   | Feed                | Motorized Vehicles        |
| Building Services         | Supplements         | Personalized Items        |
| Cleaning Services         | Footwear            | Saddlery                  |
| Cowboy Hats               | Home Goods          | Show Promotion            |
| Equine Medicine Services  | Horse Trailers      | Stall Mat Rentals         |
| Equine Specialty Products | Jewelry/Accessories | Tack                      |
| Equine Transport Services | Leather Goods       | OTHER (Please List Below) |

### OTHER PRODUCTS/SERVICES:

### BOOTH DISPLAY INFO (New Vendors + Booth Changes for Existing Vendors)

BOOTH DISPLAY DESCRIPTION:

### BOOTH REQUESTS AND/OR OTHER STIPULATIONS (ie: Access to water; Away from water, etc.)

### PAYMENT OVERVIEW

|                             |           |  |   |
|-----------------------------|-----------|--|---|
| Booth Space Rental Total    | \$        |  |   |
| Storage Area Rental Total   | \$        |  | Check      Credit Card<br>50% Deposit due with Trade Show Application<br>Total Payment Due November 1, 2024<br><br><i>Make Checks Payable To:</i><br><b>NRHA</b><br>13181 US Hwy 177<br>Byars, OK 74831 |
| Electrical Services Total   | \$        |  |   |
| Stall Divider Removal Total | \$        |  |   |
| Forklift Services Total     | \$        |  |   |
| <b>TOTAL</b>                | <b>\$</b> |  |   |

### PAYMENT METHOD

*There is a 3.5% convenience fee for paying by credit card.*

|               |                  |                |
|---------------|------------------|----------------|
| Card #        | Exp. Date:       | Security Code: |
| Name on Card: | Billing Address: |                |

Please charge \$\_\_\_\_\_ (Total from above) to my card reflecting a full deposit on Oct. 1, 2024. Your initials for approval: \_\_\_\_\_

### APPLICATION ACCEPTANCE

The undersigned understands and agrees that a vending space is not confirmed until a completed Trade Show Application, deposit and Terms and Conditions form are received by NRHA. Also, agrees to the Terms and Conditions of this contract and shall observe and abide by any additional regulations that are communicated for the safety and betterment of the event.

|              |               |
|--------------|---------------|
| Signee Name: | Company Name: |
| Signature:   | Date:         |

*All matters not covered in these Terms and Conditions of this Trade Show Application are subject to the decision of NRHA Management and must be accepted as final in any disagreement between Vendors or in the decision to remove from the event any Vendor or Vendor's representative.*



## Trade Show Terms & Conditions

**Payments:** To request a vendor space an Application must be received by NRHA no later than Oct. 1, 2024. All fees must be paid in full by Nov. 1, 2024. **Vendor agrees to pay a late fee in the amount of 15% on any unpaid balance after Nov. 1, 2024.** A \$35 fee will be assessed for any payment returned by NRHA's bank for any reason; replacement payments will only be accepted in the form of a money order, a cashier's check, or cash. The NRHA reserves the right to deny trade show space for any reason, at any time, and return this application rendering any contractual obligations for trade show space null and void. Vendor agrees to pay all fees in United States dollars from a U.S. bank, made payable to the National Reining Horse Association according to the payment schedule outlined in this contract. NRHA reserves the right to cancel this application and resell the assigned space if Vendor fails to pay required space fees by outlined payment schedule deadlines or if a suit is instituted to collect past due amounts. Vendor agrees to pay associated collection costs, reasonable attorney fees, and interest at the maximum prevailing rate resulting from such an action.

**Assignment:** Vendors will be notified whether their application has been accepted on a case-by-case basis. Assignments made by NRHA are final and made only for the period of the Event. A signed Trade Show Application is a binding contract and NRHA reserves the right to reject any application or vary an assigned space in the spirit of creating a more effective exhibition; any excess space rental fees paid will be returned to Vendor. Vendor shall not sublet their assigned space or have materials from companies other than those with whom they have an on-going business relationship.

### **BOOTH SPACE DETAILS:**

**Badges:** Vendors must show badges to gain access to the event. NRHA will provide **two badges** per booth space to non-sponsor vendors. **Additional Badges can be purchased at the Show Office.**

**Booth Services:** Any decorating needs such as tables, chairs, carpeting, drayage, telephone, or Wi-Fi may be ordered through the official service provider, Eventures. Service Provider Ordering Information can be found at the website at [NRHAFuturity.com](http://NRHAFuturity.com).

**Display Installation:** All Vendors will be notified of assigned move-in and move-out times. Displays must adhere to any government, Fire Marshall, and facility regulations and requirements.

**Display Removal:** No part of a display will be allowed to be dismantled, packed, or leave the trade show areas prior to the conclusion of the final class on Saturday, December 7th. Any Vendor who violates this rule may, at the sole discretion of NRHA, not be invited to participate in future events. All Vendors must be vacated on Sunday, December 8th by 12:00 p.m. Vendors are responsible for leaving the space in its original condition; any damage occurring to facility from the erecting, existence, or dismantling of a display will be the liability of the Vendor.

**Electrical Services:** Vendors requiring electrical service must complete the Electrical Services order form and return to NRHA along with payment.

**Fire Regulations:** Vendors will abide by all State, County, and venue fire regulations. All decorative materials must be flame retardant, no flammable gases, open flames, tents or tarps are permitted. Vendors in the Barn areas must strictly adhere to these regulations; red rosin construction paper and cheesecloth are the only acceptable items used to cover stalls and no two continuous stalls can be covered. Indoor vehicle/trailer displays must have at least one battery cable disconnected, fuel tank openings shall be sealed and tanks shall be less than 1/8 full.

**Presentation:** Each booth display must be consistent with the size of the assigned space and may be up to 8' in height at the back. Vendors may not, without consent from NRHA at the time of contracting the vending space, construct high side walls or display merchandise in such a way that obstructs the view of adjacent display spaces. All aisles and building exits must be kept free of product, displays, etc., at all times. Any displays with unattractive or unfinished portions exposed, including at the rear or sides, must be acceptably covered at the Vendor's expense to the satisfaction of NRHA. Assigned space must provide enough room for Vendor personnel.



**WAIVER AND RELEASE OF LIABILITY:** Vendor hereby releases, discharges and agrees not to sue NRHA, NRHA Event Management, NRHA Corporate Partners, the State Fair Park and their respective officers, directors, employees, agents, members, and volunteers (each considered a release) from all liability, claims, demands, losses, or damages arising as to injuring, death, damage or theft to vendor, vendor's employees, agents, representatives, guests, or property as a result of vendor's installation, removal maintenance, occupancy, or use of the trade show area, or a part thereof, or caused or alleged to be caused in whole or in part by the negligence of the Releases, any effects of COVID-19, or otherwise. Vendor shall maintain insurance at vendor's own expense to cover such losses.

**TAXES:** All Vendors must provide their Oklahoma Sales Tax permit number or EIN number on this application. If you do not provide this information, to the NRHA as requested, state law requires you to remit your sales tax and tourism levy to the Oklahoma Tax Commission within 15 days following the event (check payable to Oklahoma Tax Commission).

**TRADEMARKS / COPYRIGHTS:** NRHA has the sole and exclusive right to produce or sell products bearing its logo and show names, and only its designated licensees may distribute such products. NRHA trademark policy:

Usage of the NRHA sliding horse logo in combination with the name "National Reining Horse Association" is prohibited, usage of the NRHA sliding horse logo in combination with the letters "NRHA" is prohibited, usage of the sliding horse logo with any abbreviation for "National Reining Horse Association" is prohibited, usage of the name "National Reining Horse Association", "NRHA" or any abbreviation for "National Reining Horse Association" is prohibited, and the usage of the show name, "2024 NRHA Futurity", in its entirety or in parts is prohibited.

Please note that custom orders will not be allowed with the use of any of the above restrictions. NRHA will adhere to a strict policy of preventing violations. Any person or vendor not adhering to the policy may be asked to leave the show and future show participation will be discontinued. Please adhere to the policy.

**MISCELLANEOUS:**

**AMERICANS WITH DISABILITY ACT (ADA):** Vendor agrees to make available the goods and services offered to all attendees including those with disabilities.

**CONSUMER COMPLAINTS:** Any complaints received by consumers will be discussed with Vendor, kept on file, and may have an impact on Vendor's participation in future events.

**DISCRIMINATION:** Vendor agrees not to discriminate against any person on the basis of race, color, creed, national origin, ancestry, age, sexual orientation, gender, marital status, height, weight, disability, and disease.

**DONATIONS AND CONTRIBUTIONS:** Donations or contributions may not be requested, solicited or accepted at NRHA events without the prior written approval of NRHA Management.

**FOOD:** The sale or distribution of food, food samples, alcohol tobacco products, or beverages is prohibited. Any Vendor who violates this rule may be subject to a penalty dictated by the Venue.

**PARKING:** Parking is only permitted in designated parking areas. Trade Show Vendors will not be invited to future NRHA events if there are parking problems reported, such as parking in areas marked "No Parking" or noncompliance if asked to move a vehicle. Parking Permits are not available for purchase.

**PETS:** Pets in any area of the facility must be on a leash or restrained.

**PRIZE DRAWINGS:** All drawings must be pre-approved by NRHA Management and must be conducted in accordance with applicable state and local laws.

**SECURITY:** Night security will be on-site during non-trade show hours. Neither NRHA nor the State Fair Park will be responsible for losses or the security and protection of property and merchandise belonging to Vendors anywhere on the venue.



**During Show Shipments:** Shipments received November 22 - December 7 should be shipped via **UPS** and **FedEx** to this address: <Your Name and/or Name of Business/NRHA Futurity, Jim Norick Arena, 333 Gordon Cooper Blvd., Oklahoma City, OK 73107. **USPS does not deliver to the Coliseum.**

**Signage:** Signs must be professionally made (handwritten signs are not acceptable) and fit within booth dimensions without blocking the view of any other display. Signs may be hung from the back drape of the booth as long as the method used does not damage the booth draping material, if utilized.

**Use:** Booths must be staffed during trade show hours. Vendor is responsible for the conduct of booth personnel. In the event NRHA deems Vendor's personnel offensive, NRHA reserves the right to dismiss them from the event venue for the duration of the event. Only Merchandise approved on the Product & Services Details form may be displayed.

### **CANCELLATIONS AND REFUNDS:**

**Contract by Vendor:** A vendor requesting to cancel their contracted space must submit a written notification to NRHA by November 1, 2024. If a written request is received by the deadline, a refund will be returned to Vendor. A \$100 administrative fee for expenses incurred may be, at the discretion of NRHA, deducted from the refund. Cancellations received after November 1, 2024, shall forfeit all monies paid. Vendor forfeits all rights to assigned space by cancellation.

**Contract by NRHA:** If Vendor fails to make payment as specified by this contract, NRHA may terminate said contract and Vendor's participation in the Event without further notice or obligation to refund monies previously paid.

**Event by NRHA:** If NRHA cancels the Event resulting from circumstances beyond reasonable control of NRHA, NRHA shall refund Vendor its space payment, and the Vendor shall waive any claims for damages or compensation. Any Vendor who cancels this contract prior to any cancellation of the Event by NRHA shall not be entitled to any refunds.

**Removal of Vendor by NRHA:** Should any Vendor fail to observe any of the terms of this application, any of the Rules & Regulations set forth by NRHA, or any state or federal law, NRHA reserves the right to prohibit or remove any Vendor and/or prevent Vendor from future rights. NRHA shall not be liable for any costs, damages or expenses resulting directly or indirectly from such removal. Additionally, Vendor will not be entitled to any refund of monies paid to NRHA.

**INDEMNITY:** Vendor agrees to indemnify, hold harmless and defend Releases from any liability from all third party claims, demands, causes or action, suits, proceedings (whether civil, criminal, administrative, or investigative), judgments, liabilities, costs based upon (1) Vendor's installation, removal, maintenance, occupancy or use of the trade show area; and/or (2) Vendor's failure to comply with the Terms & Conditions of this Agreement and/or the terms of the agreement between NRHA and the State Fair Park regarding the trade show area; and/or (3) Vendor's violation of any national, state or local law or ordinance regarding Vendor's occupancy or use of the trade show area. This indemnity shall include all usual and customary expenses incurred in defense of or response to the action, suit, or proceeding including, attorneys' fees, costs, judgments, fines, and amounts paid in settlement that are reasonably incurred by such person in connection with such action, suit, or proceeding. The indemnification provided herein shall inure to the benefit of the Releases and their successors, heirs, executors or administrators, and shall not be exclusive of any other rights to which the Releases may be entitled by virtue of the laws of the State of Oklahoma.

**INSURANCE:** *All VENDORS must have \$1,000,000 liability insurance coverage with the National Reining Horse Association, OKC Fairgrounds, the City of Oklahoma City, and the City of Oklahoma City Public Property Authority listed as additional insured.* Please include a copy with your application or have your agent send one to the NRHA Events office with your vendor application.

**National Reining Horse Association**  
3021 West Reno Ave. Oklahoma City, OK 73107-5302

**Oklahoma State Fair, Inc.**  
3001 General Pershing Blvd, Oklahoma City, OK 73107

**The City of Oklahoma City**  
420 W Main St. Oklahoma City, OK 73102

**The City of Oklahoma City Public Property Authority**  
100 North Walker, Suite 300, Oklahoma City, Oklahoma 73102