



PONY CLUB REGION, CLUB, or CENTER RESERVATION FORM
PONY CLUB CHAMPIONSHIPS EAST 2013 TRADE FAIR
LEXINGTON, VIRGINIA

United States Pony Clubs, Inc., 4041 Iron Works Pkwy., Lexington, KY 40511

Deadline for application and Deposit: May 31, 2013

Full Payment due: July 2, 2013

Reservations for booths are accepted on a first come first served basis, no exceptions. Reservations must be accompanied by a deposit of 50% or payment in full (check or credit card #) and signed exhibitor agreement. All checks should be made payable to the USPC, Inc.

Date of Event: July 24 - July 28, 2013 (See www.ponyclub.org for more information)
Location: Howard P. Anderson Coliseum, Virginia Horse Center, Lexington, Virginia
Cost: \$175.00 per 10'x10', \$275.00 per 10' by 20' exhibit space for PC Region or Club.
Electricity- 20 amps: \$25.00/vendor; limited spaces, reserve early! Wi-Fi is free.

Includes: Leased space only. Tables, chairs or drapes not included. Order tables and chairs below.

If payment is not enclosed on June 1, the additional materials or needs may not be available.

Sales Tax: Sales Tax must be collected per directions from the Virginia Revenue Cabinet. www.tax.Virginia.gov

Confirmation: A copy of the exhibitor agreement signed by the appropriate parties, payment confirmation and other information will be mailed upon receipt of full payment.

Refunds: Fees are refundable if a cancellation is received in writing postmarked on or before June 25, 2013, less a \$35 office fee, and space can be resold, as specified in the exhibitor agreement terms and conditions. Space is reserved on first come, first serve basis. If space is no longer available, the exhibitor deposit will be returned and the exhibitor placed on a waiting list.

Additional Important Notices: The Virginia Horse Center allows dogs in the Coliseum ONLY if kept in crates.

No tacks, nails, or screws may be driven into the floors or walls of the Coliseum.

Form with fields for: Yes/No, Contact Person, Product/Services, Mailing Address, Phone, Email, Website, Name(s) of Personnel attending Trade Fair.

Information/Paperwork:

Caryn Sappelli or Wayne Quarles
4041 Iron Works Pkwy
Lexington, KY 40511

859-559-0667 Caryn / FAX 859-233-4652

Email: Caryn@ponyclub.org or activities@ponyclub.org

Reservation and Payment Totals:

\$ One 10 x10 Exhibit space @ \$175.00 each
\$ One 10 x20 Exhibit space @ \$275.00 each
\$ Table(s)- \$20 each, Chairs(s)- \$3each
\$ Electricity @ \$25.00/vendor
\$ Total Due
\$ Minus Deposit Enclosed (50% of total) check/cc
\$ Balance due July 2, 2013

Please complete the following:

- I understand my entry will be returned if any of the items below are missing.
My signed Exhibitor agreement is included & #4- Goods and Services is completed.
I understand my entry will be returned if any of the above items are missing.
My deposit check or credit card information is enclosed. I understand final payment is due July 2 and must be received for my space to be reserved.

Credit Card payment (Visa or MC) Card Number: 3 digit security code Exp. Date:
Name on card: Daytime phone # of cardholder:
Zip code of billing address for card Deposit amount to charge: \$ Remaining will be charged on 7/2/13