



Duke Children's Benefit Horse Show

262 Southtown Circle, Rolesville, NC 27571 919/556-7321 (Office) 919/562-3287 (Fax)

April 1, 2008

Dear Vendor Friends,

We're rapidly approaching the Duke Children's Benefit Horse Show, and we would like to invite you to participate in this fund raising event for pediatric health care. In 2007 our exhibitors were so supportive that we hosted a sold out event! This year's competition will be held November 4-9, 2008 with vendor move in starting Monday, November 3th at 10:00 AM. For those who are interested, Triangle Farms hosts a three day competition the weekend before the Duke Children's Horse Show. The dates are October 31-November 2nd with vendor move in starting Wednesday, October 29th at 10:00 AM. All Duke vendors are welcome to join Triangle Farms and will be able to set up in the same space assigned for Duke, however, attending the show is not required to secure a space a Duke.

For both shows, a completed vendor contract must be submitted no later than October 1st, 2008. Any contracts received after October 1st will incur a \$50 late fee. One table will be provided to each indoor space. Additional tables are available to rent for \$15 and must be reserved in advance. Tables are weekly rentals and will be billed per show. Contracts must be accompanied with full payment for vendor space, tables, and late fees if applicable. If attending the Duke Children's Horse Show, checks can be made out to Duke Children's. If attending the Triangle Farms Horse Show, checks can be made out to Triangle Farms. **If attending both horse shows, payment must be made on separate checks.** Vendor fees are non-refundable after October 1st.

Priority will be given to returning vendors as far as acceptance and space location provided a contract and full payment is returned by October 1st.

In addition, the Duke Horse show has a very popular silent auction that takes place throughout the week with bidding ending after the first round of the Grand Prix on Saturday night. All of the money raised goes directly to Duke Children's Hospital, and items donated by vendors have always been a big hit among those who bid! Please indicate on your Duke vendor contract whether or not you will be providing an item for the auction. For those who donate merchandise, you will be given an acquisition form to fill out for tax purposes when you drop off your item.

Neither Triangle Farms, Inc, The NC State Fair, Duke Children's, their management or staff will be held responsible for the loss, theft, or damage to any vendor space, merchandise, or loss of profit. Roving security is present on the fairgrounds, but additional security is not provided. All spaces are assigned by the horse show management. Locations requests will be considered but not guaranteed. Assigned spaces are non-negotiable, and space size must be strictly adhered to. Indoor spaces are on cement flooring on the concourse of the indoor arena. Electricity is included in the vendor fee for an indoor vendor space, however extension cords and/or any other desired power accessories are to be supplied by the renting vendor. Outdoor vendors may have to pay an additional electricity charge. Vendor spaces may not be set up or torn down while horses are competing in the show arena.

We hope you are able to join us at this exciting event.

Best regards,

Becca Mispel

Becca Mispel
262 Southtown Circle
Rolesville, NC 27571
Becca@trianglefarms.com
(919) 556-7321



Duke Children's Horse Show Vendor Contract

November 4-9, 2008

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X _____
Signature

X _____
Print Name

Check One:

- I will provide a silent auction item
- I will not be providing an auction item

Company/Vendor Name

Address City State Zip

Phone Number Cell Phone Number E-mail Fax

Description of Merchandise

Arrival Date Departure Date

Circle One: Indoor 8' X 10' \$200 Indoor 8' X 15' \$300 Indoor 8' X 20' \$400
Outdoor Space Self-Contained \$300 Parking Lot Space \$400

If Outdoor how long is your trailer _____

_____ I will use the 1 included table _____ I will not use the 1 included table

Additional tables needed _____ X \$15 = \$ _____

Late Fee: \$ _____

Total Due: \$ _____

Please make checks payable to Duke Children's and Mail To:

Description of requested space:

Triangle Farms
Attn: Becca Mispel
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Rolesville, NC 27571
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