



## Duke Children's Benefit Horse Show

207-113 N. Main Street, Rolesville, NC 27571 919/556-7321 (Office) 919/562-3287 (Fax)

April 1, 2009

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 2008 our exhibitors were so supportive that we hosted a sold out event! This year's competition will be held November 3-8, 2009 with vendor move in starting Monday, November 2<sup>th</sup> 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 30-November 1<sup>st</sup> with vendor move in starting Wednesday, October 29<sup>th</sup> 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 1<sup>st</sup>, 2009. Any contracts received after October 1<sup>st</sup> 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 1<sup>st</sup>.

Priority will be given to returning vendors as far as acceptance and space location provided a contract and full payment is returned by October 1<sup>st</sup>. **All vendors are required to be set-up and open for business on all competition days.** Failure to do so will result in being relocated to a less prime location.

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  
207-113 N. Main Street  
Rolesville, NC 27571  
Becca@trianglefarms.com  
(919) 556-7321



# Duke Children's Horse Show Vendor Contract

## November 3-8, 2009

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. Location 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. One table is included with indoor spaces. Additional tables are available to rent for \$15 and must be reserved in advance. Vendor spaces may not be set up or torn down while horses are competing in the show arena. Set up is available on Monday November 2<sup>nd</sup> at 10:00 AM. **Payment must be made in full and received by Triangle Farms before October 1<sup>st</sup>.** A \$50 late payment fee will be charged starting October 2<sup>nd</sup>. Vendor fees are non-refundable after Oct 1. **All vendors are required to have their booth set-up and open for business on all competition days.** By signing below you state that you agree to these vendor conditions.

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  
207-113 N. Main Street  
Rolesville, NC 27571  
919-556-7321  
Becca@trianglefarms.com