



Vendor Application
NSBA World Championship Show – August 7 – 17, 2025
Move in Date: August 4, starting at 6:00 AM

Vendor Information			
Business Name:			
Primary Contact Person:			
Address:	City:	State:	Zip:
Telephone:	Email:		
Product and/or Service Provided:			
EIN Number:			

Booth Information			
Sponsors will receive priority booth placement <i>Fees below are the discount for cash and check paying customers</i>			
Inside Booth Space			
Full Payment Price		Deposit May 1 Final Payment by July 1	
10 x 10 @ \$ 600 Total payment by 5/1		10 x 10 @ \$700: \$350 Deposit by 5/1, \$350 Final payment by 7/1	
10 x 20 @ \$1,025 Total payment by 5/1		10 x 20 @ \$1,125: \$562.50 Deposit by 5/1, \$562.50 Final payment by 7/1	
10 x 30 @ \$1,375 Total payment by 5/1		10 x 30 @ \$1,475: \$737.50 Deposit by 5/1, \$737.50 Final payment by 7/1	
10 x 40 @ \$1,575 Total payment by 5/1		10 x 40 @ \$1,675: \$837.50 Deposit by 5/1, \$837.50 Final payment by 7/1	
Outside Space Request (includes electrical usage plus Expo Square fee)			
Self-Contained Trailer @ \$1,875 Total payment by 5/1		Self-Contained Trailer @ \$1,975: \$987.50 Deposit by 5/1, \$987.50 Total payment by 7/1	

Signature: _____
 We acknowledge that we have read the rules governing vendors set forth on the reverse side of this contract and incorporated herein; and we agree to abide fully with them.

Payment Information			
Check Enclosed (make payable to NSBA)		Master Card/Visa/American Express/Discover	
Credit Card Number:	Exp. Date:	SVC Code:	
Signature:			Date:
Billing Address:			
Provide Proof of Insurance with form along with total payment by May 1 or 50% deposit by May 1:			
Send completed form to the address below or email: office@nsba.com			

Balance due by July 1. All vendor fees collected after July 1 will incur a \$100 late fee.

Decorating Services – Contact: Special Events Services
Text or Call: 918-978-3444 Email: jennifer@SpecialEventsServices.com



1. The NSBA World Championship Show and Trade Show is sponsored by the National Snaffle Bit Association, (hereafter referred to as the Association). The Commercial Vendors shall be hereafter referred to as the Vendor.

2. The Association shall have full power to interpret the commercial exhibit regulations. Matters not covered by this contract shall be subject to a final decision by the Association. These regulations may be amended at any time by the Association upon written notice by the Association to such Vendors as may be affected.

3. The Vendor assumes sole responsibility and hereby agrees to protect, indemnify, defend and hold harmless the Association, Built Ford Tough Livestock Complex, and its employees and agents, from any and all claims, including claims or causes of action arising from the sole negligence of said indemnities, arising (a) out of, or in connection with Vendors occupancy and use of the Trade Show premises, or any action or inaction of any nature in connection with or related to the Trade Show, including but not limited to loss, theft, damage, destruction, or delay in no delivery of goods, display material and other effects; (b) any injury to Vendor, Vendor's employees, agents, representatives or guests while on the Trade Show premises; and (c) any damage to Vendor's business by reason of failure to provide space for the exhibit or removal of exhibit or failure to hold the Trade Show as scheduled. Vendor agrees to indemnify and hold forever harmless the Association and the Built Ford Tough Livestock Complex, from any and all damages, loss, liability, claim or expenses (including legal fees) based upon, arising out of, or in connection with the violations of any law or ordinance by the Vendor, its employees, agents, representatives, guests or other holding under the Vendor; or if failure by Vendor or any such persons to comply with all applicable terms and conditions contained in these rules or in the agreement between the Built Ford Tough Livestock Complex, and the Association regarding the Trade Show premises or a part thereof. If the Indemnities are sued in a court of law, Vendor agrees to defend the Indemnities at Vendor's expense, and if judgment be taken against Indemnities, to pay said judgment and obtain written release in form acceptable to the Indemnities.

4. **Insurance.** Vendor acknowledges that the Association and the Built Ford Tough Livestock Complex do not maintain insurance covering Vendor's property and that the Vendor has the sole responsibility to obtain business interruption and property damage or theft insurance covering such losses by Vendor. Exhibitors are required to hold a \$1,000,000 Certificate of Liability insurance with NSBA listed as the certificate holder. Proof of insurance shall be provided at the signing of the contract. Vendor may not occupy assigned spaces until certificate of insurance has been provided.

5. **Assignment of Space.** Sponsors will be given priority assignments. First come, first serve priority will be given applicants according to the time their written request is received by the Association, availability of requested area, the amount of space requested and the special needs and compatibility of Vendors. In the event of conditions beyond its control, the Association reserves the right to rearrange the floor plan and relocate any exhibit.

6. **Payment.** An option for discounted full payment by May 1 or a 50% deposit must be remitted with this form by May 1. Balance is due and must be postmarked on or before July 1. **All vendors who have not paid in full by July 1 will incur a \$100 late fee.** Vendor may not occupy assigned spaces until all fees are paid in full. A Vendor who fails to make payments when due shall automatically forfeit any rights, privileges and claims of any nature the Vendor has, or may have, including any payments previously made. **Payments are non-refundable.**

7. **Subletting of Space.** Vendor shall not assign or sublet any space allocated to Vendor and may not advertise or display goods other than those manufactured or sold by Vendor in the regular course of Vendor's business. The space assigned to the Vendor is for Vendor's exclusive use only.

8. **Damage to Property.** Nothing shall be posted on, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strict prohibited. Vendor is liable for any damages caused by Vendor, Vendor's employees or representatives, to the building, floors, walls, columns, standard booth equipment or to the other Vendor's property. Vendors may not apply paint, lacquer, adhesive or any other coating to building floors or to standard booth equipment. No signs are to be secured, in any fashion, on ANY PAINTED SURFACE, a \$10 fine PER SIGN will be charged by the facility.

9. **Decorations.** The Association retains absolute discretion and authority in the placement, arrangement and appearance of all Trade Show displays. No liability

shall attach to the Association for costs that a Vendor may incur in complying with any such Association directives. Combustible decorations such as crepe paper, tissue paper, cardboard, corrugated paper, shall not be used. Decorating information may be obtained thru Special Events Services: 918-978-3444, call or text. Email: jennifer@SpecialEventsServices.com.

10. **Restricted Use of Logo.** NSBA has sole and exclusive right to produce or sell products bearing its logo(s), and only its designated licensees may distribute such products at the NSBA World Championship Show. No vendor may sell or give away any product bearing a NSBA logo or design that is deceptively similar, during the NSBA World Championship Show, NSBA Breeders Championship Futurity and/or Trade Show(s). No vendor may sell or give away any product bearing the following, but not limited to, words, letters, or combination thereof, or deceptively similar to NSBA, National Snaffle Bit Association, NSBA World Championship Show and NSBA Breeders Championship Futurity.

11. **Rules and Regulations.** The vendor agrees to all rules and regulations set forth by this contract. NSBA reserves the right to restrict exhibits, which because of noise, method of operation, materials, or any other reason become objectionable, and also to prohibit or evict any exhibit which in the opinion of NSBA may detract from the general character of the exhibit as a whole. This also includes persons, things, conduct, printed matter, or anything of a character which NSBA determines is objectionable to the exhibit or does not conform to the standards of the Trade Show. If the vendor is excused from the Trade Show, no rental fees shall be returned.

12. **Booth set up.** Vendor may set up their appropriate booth(s) starting on August 4 at 6:00 am. Vendors must check in at the show office for confirmation of booth location. If the space reserved for the Vendor is not occupied by 9:00 am on the first day of the show, unless otherwise arranged, the space will be considered cancelled and shall revert to the Association without obligation on part of the Association for any refund whatsoever. The Association shall have the right to assign such space to another Vendor unless the Association has received written notification of a delay in set up. Any vendors wishing to move in prior to August 4 must make special arrangements prior to arrival with the NSBA office and will be assessed a \$100 early arrival fee. **All fees must be paid in full prior to move in.**

13. **Booth Dismantling and Removal.** Vendors on the lower level may start to dismantle booths by 3:00 pm on the last day of the show. Vendors on the concourse must wait until the end of the show to begin to dismantle booths. Any other arrangements must be made through NSBA prior to that date. These times will be enforced as not to disrupt the exhibitors and other vendors. **Early dismantling without approval will result in a \$100 fine.**

14. **Care and Safety.** Although aisles will be provided by janitor services, booth space should be maintained and cleaned by the vendor. Customer and vendor safety should be prevalent at all times.

15. **Electrical Usage.** A need for additional electrical usage will result in an addition of \$20/day for vendors within the building.

16. **Distribution of Advertising Materials.** Any signage, banners, or advertising of materials and/or products, sales, rentals or displays may only be distributed through the vendor's booth. Any solicitation during the NSBA World Championship Show outside of the vendor's booth is not allowed.

17. **Taxes.** Vendors shall pay, or reimburse the Association, if charged to Association, all taxes resulting from the Vendor's rental or occupancy of exhibiting space, display of merchandise, and taking of orders or related Trade Show activities, no matter how the taxes are designated or levied.

18. **Vendor Hours.** Vendors shall maintain a responsible individual(s) in the Vendor Space at all times during the operating hours. Hours of operation will be from 9:00 am to 6:00 pm.

19. **Designated Areas.** Commercial vendors may only operate within designated areas after appropriate payment is made to the NSBA World Championship Show.