



Hosted by Area X

TRADE FAIR VENDOR FORM

The Convention Trade Fair will be open from December 8-12

VENDOR/COMPANY NAME: _____

Number of Spaces: _____ (*Limited two spaces per vendor if available*)

Contact Name: _____

E-mail: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Fax: _____

Forms and payment are due on or before November 1, 2021

PAYMENT

Amount enclosed: _____ Check (*made out to USEA, Inc.*) Visa Master Card AmEx

Credit Card: _____

Exp. Date: _____ CVV#: _____ Billing Zip code: _____

Name as it appears on card: _____

Signature: _____ Date: _____

Accepted by (USEA): _____ Date: _____

VENDOR FEES AND SPECIFICATIONS

\$350 per exhibit space (accommodates a 6' X 30" table). Exhibit space includes one draped 6' table, two chairs, and electricity.

\$50 per digital meeting platform listing. If you're not able to join us in person then show your support with a USEA digital vendor listings. Includes a link to your website, email, and video embed.

To reserve a space, please complete and sign this form along with the 2021 Trade Fair Agreement and forward together with full payment to Jennifer Hardwick • Jennifer@useventing.com

• 525 Old Waterford Rd, NW • Leesburg, VA 20176 • Fax: (703) 779-0550

Questions? Call (703) 669-9993

TRADE FAIR LOCATION

Vendors will be located on the second floor main foyer of the hotel. Direct access to meeting rooms, continental breakfast, USEA registration desk, and much more.

TRADE FAIR HOURS

- Wednesday, December 8, 2021: Set up is from 11:00 a.m. - midnight
- Thursday, December 9, 2021 - 8:00 a.m. - 5:00 p.m.
- Friday, December 10, 2021 - 8:00 a.m. - 5:00 p.m.
- Saturday, December 11, 2021 - 8:00 a.m. - 5:00 p.m.
- Sunday, December 12, 2021 - 8:00 a.m. - 12:00 p.m. (tear down must be complete by 2:00 p.m.)

SHIPPING INFORMATION

Vendors may ship merchandise directly to:

[YOUR NAME & CELL NUMBER]

DELIVERY INFORMATION WILL BE SENT SEPARATELY!

US Eventing Assn. (USEA) December 8-12-, 2021

Box (es) _____ of _____ (Multiple boxes MUST be numbered)

The Shipper's Return Address should include shipper's name, address, and telephone number. Guest will be notified upon receipt of package.

STORAGE FEE

Due to limited storage space, The Hyatt Regency Albuquerque Hotel cannot accept shipments from exhibitors no more than THREE DAYS prior to the group or guest arrival.

Package delivered COD will be refused by the Hotel and no notification will be made by the Hotel to the shipper. All vendors and guest will be responsible for all shipment arriving and leaving the hotel.

MORE SHIPPING INFORMATION WILL BE SENT IN A SEPARATE EMAIL!

SECURITY

Security will be provided when applicable.

Sign and return the Vendor Reservation and Trade Fair Agreement forms with full payment to the address below. Forms and payment are due on or before November 1, 2021.

Mail, fax, or e-mail the forms to:
2021 USEA Convention
Attn: Jennifer Hardwick
525 Old Waterford Rd, NW
Leesburg, VA 20176
Fax: (703) 779-0550 - (703) 669-9993 direct
E-mail: Jennifer@useventing.com