



## 2022 USEA ANNUAL MEETING AND CONVENTION

### TRADE FAIR VENDOR FORM

December 7–11, Savannah, GA

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, 2022.**

#### PAYMENT:

Amount enclosed: \_\_\_\_\_ Payment Method:  Check (made out to USEA, Inc.)  Visa  Master Card  AmEx

Credit Card: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

CV# Code (last 3 digits found on back of Card, or 4 digits on front of AmEx): \_\_\_\_\_ Billing Zip code: \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

X \_\_\_\_\_ Sign

ature \_\_\_\_\_ Date

Accepted by (USEA): \_\_\_\_\_ Date: \_\_\_\_\_

#### VENDOR FEES AND SPECIFICATIONS:

**\$350.00** per in-person exhibit space accommodates a 6' X 30" table. Exhibit space includes one draped 6' table, two chairs, electricity, website listings, video footage link.

**\$50** for a Digital meeting platform listing. If you're not able to join us in person, then show your support with a USEA Digital

Vendor listings. Provide us with your company website address, contact name, and email for prospects to reach out to you. Do you have a short video you would like us to link to your digital listings? Send that to us and we will include it in your listings.

To reserve space, please complete and sign this form along with the **2022 Trade Fair Agreement** and forward together with full payment to the USEA.

#### TRADE FAIR LOCATION:

Vendors will be located in 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 7, 2022-** 11:00 a.m. - Midnight
- **Thursday, December 8, 2022-** Trade Fair Hours: 8:00 a.m. – 5:00 p.m.
- **Friday, December 9, 2022** - Trade Fair Hours: 8:00 a.m. – 5:00 p.m.
- **Saturday, December 10, 2022** - Trade Fair Hours: 8:00 a.m. – 5:00 p.m.
- **Sunday, December 11, 2022** - Trade Fair Hours: 8:00 a.m. – 12:00 p.m.
- **TEAR DOWN: MUST BE REMOVED 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 7-11-, 2022

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 Savannah Hotel cannot accept shipments from exhibits, trade shows 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, 2022**.

Mail, fax, or e-mail the forms to:

#### 2022 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](mailto:Jennifer@useventing.com)