



# USEA VENDOR FORM & TRADE FAIR

2024 USEA ANNUAL MEETING AND CONVENTION

December 11-15, Seattle, Washington

HOSTED BY AREA VII

**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, 2024.**

## 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 \_\_\_\_\_

Signature

Date

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

## VENDOR FEES AND SPECIFICATIONS:

\$375.00 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.

**Digital Vendor Listing:** A \$50 fee for Digital Vendor listing if you are not able to join us in person. 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 **2024 Trade Fair Agreement** and forward together with full payment to the USEA.

## TRADE FAIR LOCATION:

Vendors will be located on the Grand Level- Fourth -Floor Main foyer of the hotel meeting Space. Direct access to meeting rooms, Continental breakfast, USEA Registration desk and much more.

## TRADE FAIR HOURS/VENDOR SET UP:

All vendors are required to set up on Wednesday afternoon. However, we do understand certain issues may arise to prevent this. Please make every attempt to set up as early as possible to avoid disruption to the programs.

- Wednesday, December 11, 2024- 12 :00 p.m. - Midnight
- Thursday, December 12, 2024- Trade Fair Hours: 8:00 a.m. – 5:00 p.m.
- Friday, December 13, 2024 - Trade Fair Hours: 8:00 a.m. – 5:00 p.m.
- Saturday, December 14, 2024 - Trade Fair Hours: 8:00 a.m. – 5:00 p.m.
- Sunday, December 15, 2024- 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]

THE WESTIN SEATTLE HOTEL  
1900 5<sup>TH</sup> Avenue  
Seattle, Washington  
(206)728-1000

**CONFERENCE:USEA ANNUAL MEETING & CONVENTION**

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. All Shipping charges, and package deliveries are the responsibility of the guest.

- **STORAGE FEE:** Due to limited storage space, The Seattle Westin 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 guests 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. Please Note, do not leave valuables unattended.

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, 2024**.

**Mail, or e-mail forms to: 2024**

**USEA Convention**

Attn: Jennifer Hardwick  
525 Old Waterford Rd, NW  
Leesburg, VA 20176  
(703) 669-9993 direct  
E-mail: [Jennifer@useventing.com](mailto:Jennifer@useventing.com)

**Reserve your rooms here:** [HOTEL INFORMATION & ROOM BLOCK](#)

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# Trade Fair Vendor Agreement

**AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_, 2024 by and between the United States Evening Association, Inc. (hereinafter called "USEA" or "Management") and \_\_\_\_\_ (hereinafter called the "Exhibitor").

## AGREEMENT

Management, for and in consideration of the consideration and mutual agreements on the part of the Exhibitor to be made and performed in accordance with the terms of this Agreement, hereby grants to the Exhibitor the right to use the space in the Westin Seattle Hotel, 1900 5th Avenue, Seattle, WA 98101. USEA Annual Meeting and Convention Trade Fair, December 11-15, 2024, for the exhibition of \_\_\_\_\_

\_\_\_\_\_ on the following terms and conditions:

1. Exhibitor agrees to be bound by and to use the space in strict conformity to the Rules and Regulations, attached hereto as Exhibit A and to any and all further rules and regulations hereafter adopted by Management for the conduct of the Trade Fair (collectively, the "Rules and Regulations"), which are made a part of the Agreement.
2. Management will issue to the Exhibitor one (1) exhibitor credential (master pass) for a one vendor space. This entitles one person to free registration for all seminar forums. Entry to all special activities is not included in such exhibitor credential and must be purchased on or before the date of said function.
3. Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of Exhibitor's activities on the Hotel Premises and will indemnify, defend and hold harmless the **USEA and The Westin Seattle Hotel**, it's owners, and its management company, as well as each of their respective officers, directors, agents, servants and employees from any such losses and damages and claims. **THE EXHIBITOR UNDERSTANDS THAT NEITHER THE USEA NOR THE WESTIN SEATTLE HOTEL MAINTAIN, NOR WILL MAINTAIN DURING THE TRADE FAIR, INSURANCE COVERING THE EXHIBITOR'S PROPERTY, AND IT IS THE SOLE RESPONSIBILITY OF THE EXHIBITOR TO OBTAIN SUCH INSURANCE.**
4. The Exhibitor agrees to pay for the right to use the space. Exhibitor agrees to complete the Space Reservation Form and return it, along with full payment, on or before **November 1, 2024. THE ASSEMBLY OF THE EXHIBIT OR THE ISSUING OF EXHIBITOR CREDENTIALS CANNOT BE PERMITTED UNTIL THE SPACE IS PAID FOR IN FULL.**
5. The Exhibitor recognizes and acknowledges that Management has incurred expenses and has obligated itself for expenses in organizing and arranging for the Trade Fair, including expenses for rent and advertisement that are for the benefit of the Exhibitor. It is hereby agreed that should the Exhibitor fail to make payment in full, or should Exhibitor otherwise terminate this Agreement or not appear on or before 10:00 a.m. on Management's designated opening day and participate in the Trade Fair, all rights of the Exhibitor shall cease and terminate, and any payments made by Exhibitor shall be retained by Management as liquidated damages for breach of the Agreement and that Management may resell

or otherwise reuse the space.

6. The Agreement may be terminated by Management at any time on the breach of this Agreement or the Rules and Regulations, and all rights of the Exhibitor shall cease and terminate, and any payments made prior to the termination shall be retained by Management as liquidated damages for such breach, and Management may resell or otherwise reuse the space.

7. The Exhibitor names \_\_\_\_\_ as its duly authorized representative(s) responsible for this exhibit.

8. If, for any reason, the Trade Fair is not held as proposed, Management shall reimburse any payments made by Exhibitor and shall be released from all claims and damages incurred by Exhibitor. Exhibitor hereby agrees that in such case Management shall be released from any claims and shall not be liable for damages to Exhibitor, which may arise from any circumstances which prevent the Trade Fair from being held.

9. If the Exhibitor cancels it's in-person registration prior to **November 1, 2024**, Management may, in its discretion, refund any payments made by Exhibitor, minus a fifty **(\$50.00)** dollar administration fee. No refunds will be issued after this date for both in person vendor space or Digital Listings.

10. Management may, but is not obligated to, provide security for the Trade Fair. Regardless, Exhibitor is responsible for the exhibit and exhibit material and each Exhibitor should obtain their own insurance, including public liability insurance, against robbery, fire, accidents or for any other loss, which may occur.

11. This Agreement shall be binding upon the parties and their respective executors, administrators, successors and assigns.

12. If either party retains the services of an attorney to enforce any term, condition or covenant of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees and its costs and disbursements.

13. This Agreement and any amendment thereto shall be governed by and construed in accordance with the laws of the State of Virginia and the parties agree that any action arising out of or relating to this Agreement in any way shall be venued in the state or federal court in Virginia.

IN WITNESS WHEREOF, the parties hereto have set their hands, the day and year first above written.

**UNITED STATES EVENTING ASSOCIATION**

**EXHIBITOR** \_\_\_\_\_  
Company Name

By: \_\_\_\_\_  
Signature

By: \_\_\_\_\_  
Signature

**PLEASE SIGN AND RETURN THIS FORM ON OR BEFORE NOVEMBER 1, 2024**

**2023 USEA Convention**

Attn: Jennifer Hardwick

Fax: (703) 779-0550 - E-mail: Jennifer@useventing.com